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# **"New" KWIC Index To Your Ontario Government Services 1981/82**



Ontario

Ministry of  
Culture and  
Recreation

Citizens  
Inquiry  
Bureau

Hon. Reuben C. Baetz  
Minister  
Ward Cornell  
Deputy Minister

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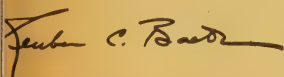
# Foreword

The "NEW" KWIC INDEX TO YOUR ONTARIO GOVERNMENT SERVICES is a key tool in the government's information access program. The program exists to improve the way in which the people of Ontario get information about government programs and services.

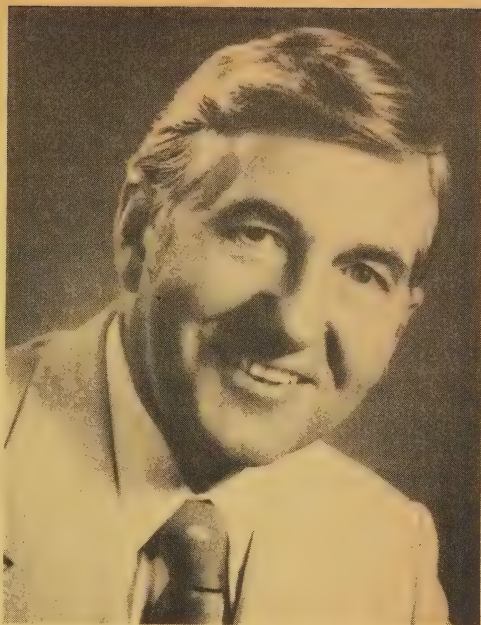
This edition of KWIC has been greatly revised, using a new format. It contains more information in substantially less space. Programs are described only once but the key word index has been expanded.

I believe this new KWIC will be a more effective reference tool to regular users such as elected officials and their constituency offices, libraries, community information centres and private industry, as well as government employees.

We are grateful to all ministries, agencies and commissions for their co-operation in supplying information about their programs, and to the many users of the previous editions for their useful suggestions. In this edition we have included a questionnaire. After a month or two of using this KWIC, I hope you will fill in the form and return it to the Citizens' Inquiry Bureau. We appreciate your help in keeping KWIC a vital information tool.



Hon. Reuben C. Baetz  
Minister of Culture and Recreation





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# The "New" KWIC Index

The "NEW" KWIC INDEX TO YOUR ONTARIO GOVERNMENT SERVICES has been greatly revised to provide all users across Ontario with an easier-to-use reference to programs and services of the Ontario government in a smaller package.

The new KWIC INDEX consists of two parts: the main body which comprises branch, program and agency descriptions organized by ministry, and the key word index which points the user to the appropriate description in the main body.

To make the KWIC INDEX more useful province-wide, the branch, program and agency descriptions now include information on the roles of the regional and local offices in service and information delivery. The local office addresses are now part of the main body.

To control the thickness of the book, the descriptions are now listed only once under each ministry, according to the ministry's organizational structure, similar to listings in the *Government of Ontario Telephone Directory*. Thus the two publications are companion references. The KWIC INDEX provides program descriptions and more key word access while the

*Government of Ontario Telephone Directory* provides listings of employees' names and telephone numbers.

All Ontario residents now have toll-free telephone access to a considerable number of Ontario government services. Where possible, The KWIC INDEX provides information on these toll-free telephone numbers. KWIC INDEX users are reminded that the local public telephone directories across Ontario now have blue pages which list government services by function and ministry name, indicating the local and/or toll-free numbers of the appropriate offices. By using the KWIC INDEX, the *Government of Ontario Telephone Directory* and the local public telephone directory blue pages, all public servants, information providers and citizens of Ontario should be able to find their way to the desired government office.

## User Questionnaire

After having used KWIC for a period of time, users are requested to complete the questionnaire printed on the next few pages. User comments and suggestions have always been helpful in our effort to keep the KWIC INDEX a vital and responsive guide to Ontario government information and services.

# User Questionnaire

## The "New" KWIC Index

### I. FORMAT

1. Have you used previous editions of the KWIC INDEX?

Yes ☐ No ☐

2. If YES, which format do you find easier to use?

This edition ☐ Previous editions ☐

Why? \_\_\_\_\_

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### II. THE KEY WORD INDEX

1. Is the index: easy to use ☐

difficult to use ☐

2. Do the sub-topics: provide enough information ☐

contain too much detail ☐

3. Along with the page number, the index provides the ministry abbreviation and program number, e.g., MTC 1, which we call a program identifier. Did you find this helpful?

Yes ☐ No ☐

4. (Optional. This is directed to librarians or people with some library training.)

Because the main body is also maintained as a data base for computerized on-line word searching, key word terms had to be derived from words used in the main body program descriptions. "Concept" indexing is therefore limited and cross-referencing of terms is necessary. Did you find any difficulties using the index as a result of this?

Yes ☐ No ☐

5. Comments on the index \_\_\_\_\_

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### III. THE MAIN BODY

1. Do the descriptions provide enough program information?

Yes ☐ No ☐

2. Do the descriptions provide enough information on local office functions?

Yes ☐ No ☐

3. Did you find the listing of local offices in the main body helpful?  
Yes ☐ No ☐
4. The key words and some sub-topic terms are printed in italics to help the user find the appropriate part in the text. Did you find this useful?  
Yes ☐ No ☐
5. Comments on the main-body format \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### IV. KWIC INDEX EFFECTIVENESS

1. How would you rate your success in finding the information you were seeking?  
More than 80% of the time ☐  
Between 60% and 80% of the time ☐  
Between 50% and 60% of the time ☐  
Less than 50% of the time ☐
2. Other general comments on the KWIC INDEX \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### V. Please check the type of organization to which you belong:

1. Branch or agency of the Ontario government:  
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2. Member of Provincial Parliament:  
Constituency office ☐ Queen's Park office ☐
3. Community Information Centre:  
in Metro Toronto ☐ outside Metro Toronto ☐
4. Library (please state what kind) \_\_\_\_\_
5. Federal government department \_\_\_\_\_
6. Member of Federal Parliament \_\_\_\_\_
7. Municipal government department \_\_\_\_\_
8. Other (please state) \_\_\_\_\_

Thank you very much for taking the time to answer this questionnaire. Please clip it out of the KWIC and mail it to:

Citizens' Inquiry Bureau  
Ministry of Culture & Recreation  
77 Bloor St. W., 6th Floor  
Toronto, Ontario M7A 2R9  
(Tel. 416 965-1469)



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grants . . . . .	MCR 20	15
initiatives, OCAP, OYEP, Experience Program . . . . .	CCSD 5	6
Min of Agriculture & Food, Experience Program . . . . .	AG & FOOD 12	21
Min of Colleges & Universities, Experience Program . . . . .	EDUC 4	17







## THE ONTARIO GOVERNMENT

The Ontario Government consists of the men and women elected to represent the people of the province in the Legislature together with the public servants who put the legislators' policies into action.

The basic units of the government structure are the ministries such as Education, Health, Environment and Labour, each responsible to a minister in the Cabinet. There are also agencies, boards and commissions, some of which are autonomous bodies that function outside the ministries but, at times, report to the Legislature through a Cabinet Minister. These agencies, boards and commissions are set up as advisory, regulatory, appeal or legal entities and are generally named agencies or boards, advisory committees or councils, corporations, institutes, foundations, tribunals or commissions.

## THE CABINET

### CABINET

CABINET 1

Legislative Bldg., Room 381  
Queen's Park, Toronto M7A 1A1  
416-965-1945

The Cabinet, officially called the Executive Council, exercises the executive power of the Ontario government. The Cabinet comprises the Premier, the Provincial Secretaries of the three policy fields, (Justice, Resources Development, Social Development), Ministers directing ministries within these policy fields, the Treasurer and Minister of Economics, the Minister of Intergovernmental Affairs, the Minister of Revenue, the Minister of Government Services, Ministers without portfolio and the Chairman of Management Board. The *Cabinet Office* provides staff support for Cabinet, the Policy & Priorities Board of Cabinet and the Cabinet Committees on Legislation, Justice, Resources Development, Social Development, Confederation and other committees as required. For information on the structure of Cabinet (Executive Council) write to Cabinet Office at the above address.

### POLICY AND PRIORITIES BOARD

CABINET 2

Legislative Bldg., Room 381  
Queen's Park, Toronto M7A 1A1  
416-965-7936

The Policy and Priorities Board of Cabinet brings an over-all perspective to proposals being developed for consideration by the Cabinet and eventually, the Legislature. The Board is chaired by the Premier and includes the Chairman of the Management Board of Cabinet, the Treasurer, the Provincial Secretaries of the three policy fields (Justice, Resources Development, Social Development) and the Minister of Intergovernmental Affairs. For information on the policy fields, see listings under the Secretariat for each Field. For further information on the Policy and Priorities Board of Cabinet the public can write to Secretary of the Policy & Priorities Board at the above address.

## **MANAGEMENT BOARD OF CABINET**

**Frost Building South  
Toronto M7A 1Z6**

### **MANAGEMENT BOARD OF CABINET**

**MANAGEMENT BOARD OF CABINET**  
416-965-1772

**MB 1**

The Management Board of Cabinet is the Committee of Cabinet comprising a Chairman, a Vice-Chairman and six other members of the Executive Council designated by the Lieutenant-Governor in Council, responsible for coordinating the financial and administrative operations of the government. It officially represents the Government of Ontario as the employer of its public servants.

### **MANAGEMENT BOARD SECRETARIAT**

**MANAGEMENT BOARD SECRETARIAT**  
416-965-1772

**MB 2**

The Management Board Secretariat provides the staff assistance required by the Management Board of Cabinet. Divisions and branches of the Management Board Secretariat are described in the entries that follow. The Secretariat has an affirmative action program manager who coordinates its affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

**MANAGEMENT STANDARDS PROJECT**  
416-965-4173

**MB 3**

Management Standards Project is a time-limited project responsible for further improving management in the Ontario Public Service. It will produce and publish a set of principles and standards of management to be used across the Provincial Government. As well it will ensure that training and education programs complement the publication series.

### **PROGRAMS & ESTIMATES DIVISION**

**PROGRAMS & ESTIMATES DIVISION**  
416-965-6337

**MB 4**

The Programs & Estimates Division makes recommendations to Management Board on resource requirements of ministry programs, general expenditure control and on the implementation of results-oriented work programs. Also provides advice on financial, administrative and program implications of policy proposals and coordinates the preparation of Expenditure Estimates. These functions are carried out by four branches in this Division, focusing on groups of ministries under a policy field: Education and Social Services (965-4411), Justice and General Government (965-5591), Resources Development (965-5193) and Expenditures Policy Branch (965-1715) which coordinates general expenditure policy and services of this Division.

## MANAGEMENT POLICY DIVISION

ADMINISTRATIVE POLICY BR MB 5  
416-965-3503

The Administrative Policy Branch is responsible for the development of administrative policies within the Ontario government for Management Board approval, with the aim of improving the use of resources and the management process in government. Also monitors and evaluates existing policies and provides advice to Management Board on exemptions from and revisions to existing policies. Determines policy for the *Visual Identity Program* which establishes graphic design standards to bring consistency into the visual communication practices of ministries, agencies, boards and commissions. Each ministry Administrative Services Branch has a visual identity coordinator to implement the program. The Branch is also responsible for the publication and maintenance of the Visual Identity Manual and the *Manual of Administration* (Volume I).

MANAGEMENT TECHNOLOGY BR MB 6  
416-965-3681

Management Technology Br develops and monitors specific management policies and techniques which will improve management practices within the Ontario government in the areas of *systems development*, management consulting, data processing, communications services and *records management*. These policies may be found in Volume I of the Manual of Administration. The Branch is also responsible for the maintenance of the Ontario *Government Suppliers Lists* for Management Consulting, Systems Development, and Data Processing Services. Inquiries regarding the purpose and use of these lists as well as registration procedures should be directed to the Suppliers Lists Coordinator of the Branch.

ORGANIZATION POLICY BR MB 7  
416-965-2007

Organization Policy Br promotes effective government organization and develops and applies policies to ensure organization consistency and control. Advises Management Board and the ministries on changes to existing organizations and the establishment of new ones. Also advises the ministries on number and nomenclature of executive positions, organizational implications of new policies and programs. Provides advice to Management Board on the role, responsibilities and reporting relationship of agencies in the Ontario government. The Branch also provides advice to Management Board on management policies for the government.

## THE POLICY FIELDS

The Ministries and some Agencies, Boards and Commissions are grouped into three common areas of interest called policy fields (Justice, Resources Development and Social Development). Some Ministries performing central-agency services for the whole Ontario government do not fall under a policy field. These are Government Services, Intergovernmental Affairs, Revenue, Treasury and Economics and Civil Service Commission.

The work within a policy field is coordinated by a different kind of Cabinet Minister--the Provincial Secretary. The Provincial Secretaries, supported by small secretariats in each field, are responsible for relating policies and priorities that cut across the traditional lines of departmental organization. This allows ministries and agencies to share problems and coordinate courses of action.

### JUSTICE POLICY FIELD

#### SECRETARIAT FOR JUSTICE

CCJ 1

Whitney Block  
Toronto M7A 1A2  
416-965-2821

The Secretariat for Justice provides analytical *research* support to assist the Cabinet Committee for the Justice Policy Field in coordinating and developing policy. The Justice Committee of Cabinet comprises the Attorney General, the Minister of Consumer and Commercial Relations, the Minister of Correctional Services and the Solicitor General and is chaired by the Provincial Secretary for Justice. The Secretariat has published booklets on shoplifting, impaired driving, vandalism, and exhibitionism, available free from the Ontario Government Bookstore.

### RESOURCES DEVELOPMENT POLICY FIELD

#### SECRETARIAT FOR RESOURCES DEVELOPMENT

CCRD 1

Whitney Block  
Toronto M7A 1A2  
416-965-7790

The Secretariat for Resources Development provides analytical *research* support to assist the Cabinet Committee on Resources Development in coordinating and developing policy. The Resources Committee of Cabinet comprises the Minister of Agriculture and Food, Minister of Energy, Minister of the Environment, Minister of Housing, Minister of Industry and Tourism, Minister of Labour, Minister of Natural Resources, Minister of Northern Affairs and Minister of Transportation and Communications. The Provincial Secretary for Resources Development is responsible for science policy in addition to coordinating the implementation of further development of land use policies. The *Niagara Escarpment Commission* reports to the Government through the Secretary for Resources Development.

The Secretariat participates in the affirmative action program to improve the status of Ontario female employees with the ultimate aim of ensuring equal opportunity for women (965-7708).



NIAGARA ESCARPMENT COMMISSION  
232 Guelph St.  
Georgetown L7G 4B1  
416-877-5191

CCRD 2

The *Niagara Escarpment Commission Planning and Development Act* defines the task of the Niagara Escarpment Commission. The Commission is responsible for preparing a proposed plan for the maintenance of the Niagara Escarpment and land in its vicinity, substantially as a continuous natural *environment* and to ensure a balanced future use of the Escarpment lands through interim development control until completion and legislation of the proposed plan. The Proposed Plan for the Niagara Escarpment was released in November, 1979 (copies available on request). The Commission has an audio-visual presentation, a *library* and a drop-in centre. Development permit applications for Dufferin County and Regional Municipalities of Halton and Peel are handled by the Georgetown office (416-877-5191); for the counties of Bruce, Grey and Simcoe, contact the Clarksburg sub-office (519-599-3340); for the Regional Municipalities of Hamilton-Wentworth and Niagara, contact Grimsby (416-945-9235). From Toronto and Brampton call 453-2468.

## SOCIAL DEVELOPMENT POLICY FIELD

SECRETARIAT FOR SOCIAL DEVELOPMENT  
Whitney Block  
Toronto M7A 1A2  
416-965-5190

CCSD 1

The Secretariat for Social Development provides analytical and *research* support to assist the Provincial Secretary for Social Development and the Cabinet Committee on Social Development in the coordination and development of policy. The Social Development Committee of Cabinet consists of the Minister of Education and Colleges and Universities, Minister of Community and Social Services, Minister of Culture and Recreation and Minister of Health. In addition, the Secretariat coordinates policy on *rehabilitation* services, the implementation of provincial policy on *group homes* and discussion with the public on the state of the *family* in Ontario. Publishes '*Families*', a quarterly newsletter available in English and French. It also coordinates special projects such as *International Year of Disabled Persons* (1981).

The Secretariat participates in the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women (965-5190).

ADVISORY COUNCIL ON THE PHYSICALLY  
HANDICAPPED  
700 Bay St.  
Toronto M5G 1Z6  
416-965-9537

CCSD 2

The Advisory Council On The Physically Handicapped consists of a chairperson and twenty members appointed by Order in Council. The Council advises the government on matters pertaining to the well-being of physically *disabled* persons in Ontario. Promotes the development and creation of opportunities for self-help. Reviews current relevant policies involving *education*, *employment*, *rehabilitation*, income maintenance, *health*

measures, programs on *housing, transportation, recreation, guardianship* and other related services. Council meets monthly. Reports to Legislature through the Provincial Secretary for Social Development. In addition to an annual report, it publishes pamphlets such as 'Who Cares for the Physically Handicapped' and 'Guide for Disabled Drivers in Ontario'.

#### ADVISORY COUNCIL ON SENIOR CITIZENS

CCSD 3

700 Bay St.  
Toronto M5G 1Z6  
416-965-2324

The Advisory Council on Senior Citizens consists of eighteen members appointed by Order in Council who are regionally representative of major areas in Ontario. Members have both professional and voluntary backgrounds in the field of aging. Council's role is to advise government on ways to improve the quality of life of *senior citizens*. General meetings of all council members are held regularly. The Council reports to the Provincial Secretary for Social Development. The Council produces a quarterly newsletter, '*Especially for Seniors*', which is sent to Ontario senior citizens who receive the Old Age Security Pension.

#### ONTARIO STATUS OF WOMEN COUNCIL

CCSD 4

700 Bay St.  
Toronto M5G 1Z6  
416-965-1111

The Ontario Status of Women Council advises the Ontario government, through the Provincial Secretariat for Social Development, on matters pertaining to the status of *women* in Ontario. The Council evaluates and monitors existing legislation, policies and programs related to the needs and status of women; identifies specific areas requiring government attention and recommends legislation and program changes; consults with groups and issues policy statements to stimulate public discussion; responds to requests from the Provincial Secretary for Social Development and the ministries for advice on matters relating to women. Reports annually to the Legislature through the Provincial Secretary for Social Development.

#### ONTARIO YOUTH SECRETARIAT

CCSD 5

700 Bay St.  
Toronto M5G 1Z6  
416-965-3504

The Ontario Youth Secretariat (OYS) serves *youth* in three ways: information services, *employment* initiatives and special projects. Through publications and seminars conducted for secondary schools and youth service organizations the OYS provides information service on government programs and policies, employment *statistics*, job search techniques, and community services. The OYS has helped launch these youth employment initiatives: the *Experience Program*, the *Ontario Youth Employment Program* and the *Ontario Career Action Program*, all aimed at giving young people work experience to help them get full-time employment. Special projects include sponsorship of *Ontario Career Week* when youth are encouraged to take a closer look at careers. The OYS is also developing the *Ontario Secondary School Cooperative Education Program* which provides high school students with temporary jobs within government. The OYS reports to the Legislature through the Provincial Secretary for Social Development.

## ROYAL COMMISSIONS, SPECIAL PURPOSE BODIES & OTHERS

### ROYAL COMMISSION ON ASBESTOS

COMM 1

180 Dundas St. W., 22nd Flr.

Toronto M5G 1Z8

416-965-1885

The Royal Commission on Matters of Health and Safety Arising from the Use of Asbestos in Ontario was established for these purposes: to investigate all matters relating to *health* and *safety* arising from the use of *asbestos*; to identify the relevant data relating to *diseases* and health hazards of persons exposed to asbestos; to review the present basis for *Workmen's Compensation Board* awards as they relate to occupational health matters affecting workers exposed to asbestos, including rehabilitation programs; to make appropriate recommendations.

### ROYAL COMMISSION ON FOOD INDUSTRY

COMM 2

#### DISCOUNTS

180 Dundas St. W.

Toronto M5G 1Z8

416-598-0179

The Royal Commission On Discounting and Allowances In The Food Industry In Ontario was established in August, 1978 to inquire into and make recommendations with respect to discounts, allowances, rebates and any other forms of payment made by *food* producers or importers to retail stores, and the effects, if any, of such practices on prices paid to the *farmer* on *agricultural* food items and on prices paid by the consumer on produce or processed food products.

### ROYAL COMMISSION ON HEALTH RECORDS

COMM 3

180 Dundas St. W., 20th Floor

Toronto M5G 1Z8

416-965-4003

The Royal Commission On Confidentiality Of Health Records in Ontario was established in December, 1977 to review *health* and related legislation and regulations, and administrative processes under such legislation, to determine whether proper protection is given to the rights of persons who have received or who may receive health services, and to preserve the confidentiality of information collected under such legislation.

### ROYAL COMMISSION ON THE NORTHERN ENVIRONMENT

COMM 4

55 Bloor St. W., Room 801

Toronto M4W 1A5

416-965-9286

The Royal Commission On The Northern Environment was established in July, 1977 to determine the effects of major enterprises north of the 50th parallel on the natural *environment* and social, economic and *cultural* conditions in *northern Ontario*; to investigate the feasibility of alternative uses of natural resources; to suggest ways and means of assessing and deciding on environmental aspects of major enterprises.

ONTARIO MEDAL

Legislative Building  
Queen's Park, Toronto M7A 1A1  
416-965-9121

Three awards were established by the government to recognize outstanding Ontarians. The Ontario Medal for Good *Citizenship* was created to recognize and pay tribute to citizens who, through their selflessness, humanity and kindness, make Ontario a better place to live. The Ontario Medal for *Police Bravery* recognizes acts of superlative courage and bravery performed in the line of duty by members of Ontario's police forces. The Ontario Medal for *Firefighters Bravery* likewise recognizes similar acts performed in the line of duty by members of Ontario's firefighting forces. Advisory councils on each of the awards select possible recipients of the medals. Submit nominations to: The Secretary, Advisory Council, (specify award), at the above address.



# LEGISLATIVE OFFICES

## Legislative Building

Queen's Park, Toronto M7A 1A2

(Location Exceptions Noted)

## LEGISLATIVE ASSEMBLY

The Legislative Assembly, commonly called the House, consists of 125 men and women *Members of Provincial Parliament* (MPP) elected by people in their communities to represent them at Queen's Park. The Assembly comments on and criticizes policy suggested by the Cabinet and considers proposals for *legislation* (bills) presented to the Legislature. The Assembly also authorizes the collection of funds from the people of Ontario. The Clerk of the Assembly is its principal permanent officer and is responsible for providing the Speaker and MPPs with procedural advice. The Speaker of the Assembly is its chief presiding officer and is responsible for both policy and operations of the Legislature.

Members of Provincial Parliament and their constituency offices are listed below. The list consists of two parts: member/constituency and constituency/member. Addresses and telephone numbers of some newly elected members were not available at the time of printing. MPPs will be listed in the blue pages of all telephone directories under 'Members of Provincial Parliament'. Constituents outside the local calling area can call directory assistance operators for the toll-free number of their MPP if this information is not available from the telephone book. Refer to the Government of Ontario Telephone Directory for MPPs' local telephone numbers in Queen's Park, Toronto.

## MEMBER/CONSTITUENCY

*Philip Andrewes, PC*

(Lincoln)

520 Ontario St.

**Beamsville L0R 1B0**

416-563-7002

*George Ashe, PC (Hon.)*

(Durham-West)

37 Station Plaza

**Ajax L1S 1S2**

416-683-6707

*Reuben Baetz, PC (Hon.)*

(Ottawa-West)

411 Roosevelt Ave., Ste.104

**Ottawa K2A 3X9**

613-729-9310

*William Barlow, PC*

(Cambridge)

*Claude Bennett, PC (Hon.)*

(Ottawa South)

2323 Riverside Dr.

Billings Bridge Plaza

**Ottawa K1H 7X4**

613-733-6801

*Leo Bernier, PC (Hon.)*

(Kenora)

1215 8th Street N.

**Kenora P9N 2R6**

807-468-6311 and

255 VanHorne Ave.

**Dryden P8N 2C3**

807-223-3000 and

55 Ethel St., Box 172

**Sioux Lookout P0V 2T0**

807-737-1665 and

S & S Super Centre

**Ear Falls P0V 1T0**

807-222-2182 and

Highway 105  
**Red Lake P0V 2M0**  
807-727-2548 and

First St.  
**Hudson P0V 1X0**  
807-582-3594

*Margaret Birch, PC (Hon.)*  
(Scarborough East)  
4286 Kingston Road, Unit #1  
**West Hill M1E 2N4**  
416-281-2787

*Don Boudria, LIB*  
(Prescott-Russell)  
2001 Laurier St., Ste. 103  
**Rockland K0A 3A0**  
and

580 Cecile Blvd.,  
**Hawkesbury K6A 1P3**

*James Bradley, LIB*  
(St. Catharines)  
71 King St., Ste. 201  
**St. Catharines L2R 3H7**  
416-684-1661

*Andy Brandt, PC*  
(Sarnia)

*Mike Breagh, NDP*  
(Oshawa)  
3 1/2 Simcoe St. S.  
**Oshawa L1H 4G1**  
416-723-2411

*James Breithaupt, LIB*  
(Kitchener)  
41 King St. W.  
**Kitchener N2G 1A1**  
519-579-5460

*Marion Bryden, NDP*  
(Beaches-Woodbine)  
1947 Gerrard St. E.  
**Toronto M4E 2A9**  
416-691-5967

*Michael Cassidy, NDP*  
(Ottawa Centre)  
792A Somerset St. W.  
**Ottawa K1R 6R2**  
613-237-0212

*Brian Charlton, NDP*  
(Hamilton Mountain)  
688 Queensdale Ave. E., 3rd Flr.  
**Hamilton L8V 1M1**  
416-388-9734

*Sean Conway, LIB*  
(Renfrew North)  
203 Renfrew St.  
**Pembroke K8A 5S2**  
613-735-6627

*Dave Cooke, NDP*  
(Windsor-Riverside)  
1491 Pillette Road W., #110  
**Windsor N8Y 4S9**  
519-944-4343

*Sheila Coppins, LIB*  
(Hamilton Centre)  
712 Main St. E.  
**Hamilton L8M 1K8**

*Don Cousens, PC*  
(York Centre)

*Eric Cunningham, LIB*  
(Wentworth North)  
33 King St. E., Ste. #6  
**Dundas L9H 5R1**  
416-627-5955

*Sam Cureatz, PC*  
(Durham East)  
68 King St. E., Room J  
**Bowmanville L1C 3X2**  
416-623-6663 and

24 Colborne E.  
**Oshawa L1G 1L9**  
416-571-2084

*William G. Davis, PC (Hon.)*  
*(Brampton)*  
 44 Peel Centre Dr.  
**Brampton L6T 4B5**  
 416-791-1144

*Gordon Dean, PC*  
*(Wentworth)*  
 6 King St. E.  
**Stoney Creek L8G 1J8**

*Odoardo DiSanto, NDP*  
*(Downsview)*  
 1359 Wilson Ave., Ste. 1  
**Downsview M3N 1H7**  
 416-248-2330

*Frank Drea, PC (Hon.)*  
*(Scarborough Centre)*  
 2800 Eglinton Ave. E., Unit 104  
 Elane Plaza Shopping Centre  
**Scarborough M1J 2C9**  
 416-261-9525

*John Eakins, LIB*  
*(Victoria-Haliburton)*  
 1 Russell St. E., Unit #3  
**Lindsay K9V 1Z7**  
 705-324-6654 and

Dysart et al, Municipal Office  
**Haliburton K0M 1S0**  
 705-457-1986

*Robert Eaton, PC*  
*(Middlesex)*  
 40 Main St. E., Box 501  
**Lambeth N0L 1S0**  
 519-434-8151 and

39 Front St. W.  
**Stathroy N7G 1X5**  
 519-245-4840

*Hugh Edighoffer, LIB*  
*(Perth)*  
 156 Waterloo St. S.  
**Stratford N5A 4B4**  
 519-271-2081

*Robert Elgie, PC (Hon.)*  
*(York East)*  
 1041A Coxwell Ave.  
**Toronto M4C 3G4**  
 416-425-4560

*Murray Elston, LIB*  
*(Huron Bruce)*  
 746 Queen St.  
**Kincardine N0G 2G0**  
 519-396-4735

*Herb Epp, LIB*  
*(Waterloo North)*  
 55 Erb St. E., Ste. 315  
**Waterloo N2J 4K8**  
 519-886-0780

*Ernie Eves, PC*  
*(Parry Sound)*  
 P.O. Box 490  
 #11 Highway S.  
**South River P0A 1X0**  
 705-386-0091

*Susan Fish, PC*  
*(St. George)*

*Jim Foulds, NDP*  
*(Port Arthur)*  
 291 Park St.  
**Thunder Bay 'P' P7B 1C4**  
 807-345-3647

*Phil Gillies, PC*  
*(Brantford)*

*Jim Gordon, PC*  
*(Sudbury)*

*Tony Grande, NDP*  
*(Oakwood)*  
 1755 Eglinton Ave. W.  
**Toronto M6E 2H7**  
 416-789-9866

*Bud Gregory, PC (Hon.)*  
(Mississauga East)  
377 Burnhamthorpe Rd. E., Unit 17  
**Mississauga L5A 3Y1**  
416-276-1010

*Larry Grossman, PC (Hon.)*  
(St. Andrew-St. Patrick)  
350 College St.  
**Toronto M5T 1R5**  
416-960-0815

*Ray Haggerty, LIB*  
(Erie)  
232 Catherine St.  
**Port Colborne L3K 4K8**  
416-835-8342 and

3691 Hibbard St.  
**Ridgeway L0S 1N0**  
416-894-1525

*Mike Harris, PC*  
(Nipissing)  
374 Fraser St., Ground Flr.  
**North Bay P1B 3W7**

*Ed Havrot, PC*  
(Timiskaming)  
6th Avenue  
**Englehart P0J 1H0**  
705-544-7574 and

Park Lane Place  
2 Government Rd. W.  
**Kirkland Lake P2N 2E1**  
705-567-4650

*Lorne Henderson, PC (Hon.)*  
(Lambton)  
411 Wingfield St., Box 1463  
**Petrolia N0N 1R0**  
519-882-1101

*Mickey Hennessy, PC*  
(Fort William)  
294 East Brock St.  
**Thunder Bay 'F' P7E 4H4**  
807-623-1011 and

612 Simpson St.  
**Thunder Bay 'F' P7C 3J7**  
807-623-4450

*William Hodgson, PC*  
(York North)  
90 William Roe Blvd.  
**Newmarket L3Y 1B2**  
416-898-2130

*Jack Johnson, PC*  
(Wellington-Dufferin-Peel)  
149 Main St. S.  
**Mount Forest N0G 2L0**  
519-323-3991

*Richard Johnston, NDP*  
(Scarborough West)  
1368 Kingston Road  
**Scarborough M1N 1R2**  
416-691-3511

*Terry Jones, PC*  
(Mississauga North)  
6295 Mississauga Rd.  
**Mississauga L5N 2A3**  
416-826-7200

*Morley Kells, PC*  
(Humber)  
3005 Bloor St. W.  
**Toronto M8X 1C3**  
416-236-2702

*Douglas R. Kennedy, PC*  
(Mississauga South)  
285 Lakeshore Road E.  
**Mississauga L5G 1H3**  
416-278-1557

*George A. Kerr, PC*  
(Burlington South)  
460 Brant St., Unit #35  
**Burlington L7R 4B6**  
416-639-7924



*Vince Kerrio, LIB*  
*(Niagara Falls)*  
 4845 Jepson St.  
**Niagara Falls L2E 1J9**  
 416-357-0681

*Al Kolyn, PC*  
*(Lakeshore)*  
 653 Queensway Ave.  
**Toronto M8Y 1K8**

*John Lane, PC*  
*(Algoma-Manitoulin)*  
 114 Tudhope Ave., P.O. Box 592  
**Espanola P0P 1C0**  
 705-869-4881 and

Algo Centre Shopping Mall  
 151 Ontario Ave.  
**Elliot Lake P5A 2T2**  
 705-461-9710 and

Eleanor St.  
**Gore Bay P0P 1H0**  
 705-282-2271

*Floyd Laughren, NDP*  
*(Nickel Belt)*  
 Chelmsford Medical Centre  
 Box 808  
**Chelmsford P0M 1L0**  
 705-855-3531

*Nicholas Leluk, PC (Hon.)*  
*(York West)*  
 5468 Dundas St. W., Ste. 214  
**Etobicoke M9B 1A8**  
 416-239-4378

*Tony Lupusella, NDP*  
*(Dovercourt)*  
 1079 College St.  
**Toronto M6H 1B4**  
 416-537-2581

*Donald Macdonald, NDP*  
*(York South)*  
 1188 Weston Rd.  
**Toronto M6M 4P4**  
 416-249-9917

*Bob Mackenzie, NDP*  
*(Hamilton East)*  
 1345 Main St. E.  
**Hamilton L8K 1B6**  
 416-544-9644

*Robert MacQuarrie, PC*  
*(Carleton East)*

*Remo Mancini, LIB*  
*(Essex South)*  
 49 Talbot St. E.  
**Leamington N8H 1L1**  
 519-326-2031

*Elie Martel, NDP*  
*(Sudbury East)*  
 4471 Notre Dame St.  
 P.O. Box 381  
**Hanmer P0M 1Y0**  
 705-969-4033

*Bruce McCaffrey, PC (Hon.)*  
*(Armourdale)*  
 4866A Yonge St.  
**Willowdale M2N 5N2**  
 416-224-5706

*George McCague, PC (Hon.)*  
*(Dufferin Simcoe)*  
 7th Flr., Frost Bldg. S.  
**Queen's Park M7A 1Z6**  
 416-961-2853

*Ross McClellan, NDP*  
*(Bellwoods)*  
 647A Bloor St. W., 2nd Flr.  
**Toronto M6G 1L1**  
 416-535-0707

*J. Earl McEwen, LIB*  
*(Frontenac-Addington)*  
 951 Gardiners Road  
**Kingston K7M 3X9**  
 613-389-7513

*James McGuigan, LIB*  
(Kent Elgin)  
12 Erie St. S., P.O. Box 40  
**Merlin N0P 1W0**  
519-689-4031 and

47 Main St. W.  
**Ridgetown N0P 2C0**  
519-674-2853 and

224 Graham St.  
**West Lorne N0L 2P0**  
519-768-2930

*Bob McKessock, LIB*  
(Grey)  
17 Toronto St. S.  
P.O. Box 470  
**Markdale N0C 1H0**  
519-986-3102

*Allan McLean, PC*  
(Simcoe East)  
39 Peter St. N., Box 128  
**Orillia L3V 4Y8**  
705-326-3246

*Roy McMurtry, PC (Hon.)*  
(Eglinton)  
2485A Yonge St.  
**Toronto M4P 2H5**  
416-482-2480

*Ron McNeil, PC*  
(Elgin)  
540 Talbot St.  
**St. Thomas N5P 1C4**  
519-631-0666

*Frank Miller, PC (Hon.)*  
(Muskoka)  
75 Manitoba St., Box 2083  
**Bracebridge P0B 1C0**  
705-645-2341

*Gordon Miller, LIB*  
(Haldimand-Norfolk)  
The Explorer Inn  
**Jarvis N0A 1J0**  
519-587-2716

*Bob Mitchell, PC*  
(Carleton)  
1580 Merivale Road, Ste. 310  
**Nepean K2G 4B5**  
519-224-7653

*Bernard Newman, LIB*  
(Windsor-Walkerville)  
1299 Erie St. E.  
**Windsor N9A 3Z6**  
519-258-3922

*Robert Nixon, LIB*  
(Brant-Oxford-Norfolk)  
Room 210, Main Legislative Bldg.  
**Queen's Park M7A 1A2**  
416-965-3726

*Keith Norton, PC (Hon.)*  
(Kingston & Islands)  
159 Wellington St.  
**Kingston K7L 3E1**  
613-546-2424

*Hugh O'Neil, LIB*  
(Quinte)  
257 North Front St. E.  
**Belleville K8N 5B6**  
613-962-1144

*David Peterson, LIB*  
(London Centre)  
419 Dundas St. E.  
**London N6B 1V9**  
519-433-6631

*Ed Philip, NDP*  
(Etobicoke)  
1111 Albion Road, Ste. #3G  
**Rexdale M9V 1A9**  
416-745-0598

*Rene Piche, PC*  
(Cochrane North)

*Jim Pollock, PC*  
(Hastings-Peterborough)

*Alan Pope, PC (Hon.)*  
*(Cochrane South)*  
 84 3rd Ave.  
**Timmins P4N 1C3**  
 705-267-6989

*Russell Ramsay, PC (Hon.)*  
*(Sault Ste. Marie)*  
 293 Bay St.  
 Station Mall E3A  
**Sault Ste. Marie P6A 1X3**  
 705-949-6959

*Julian Reed, LIB*  
*(Halton Burlington)*  
 Montgomery Lane  
**Milton L9T 2P8**  
 416-878-1729

*T. Patrick Reid, L LAB*  
*(Rainy River)*  
 428 Victoria Ave.  
**Fort Frances P9A 2C3**  
 807-274-7619 and

Box 1244  
**Atikokan P0T 1C0**  
 807-597-2629

*James Renwick, NDP*  
*(Riverdale)*  
 1204 Gerrard St. E.  
**Toronto M4L 1Y6**  
 416-461-0223

*Jack Riddell, LIB*  
*(Huron Middlesex)*  
 Devon Building  
 476 Main St.  
**Exeter N0M 1S0**  
 519-235-0170

*Alan Robinson, PC*  
*(Scarborough-Ellesmere)*  
 1231 Ellesmere Rd., Ste. 202  
**Scarborough M1P 2X8**

*David Rotenberg, PC*  
*(Wilson Heights)*  
 356 Wilson Ave.  
**Downsview M3H 1S9**  
 416-630-0080

*Albert Roy, LIB*  
*(Ottawa East)*  
 418 Rideau St.  
 Room 23  
**Ottawa K1N 5Z1**  
 613-238-8428

*Robert Runciman, PC*  
*(Leeds)*  
 21 Brock St.  
**Brockville K6V 4E7**  
 613-342-9522

*Tony Ruprecht, LIB*  
*(Parkdale)*  
 1264 College St.  
**Toronto M6H 1C2**

*Richard Ruston, LIB*  
*(Essex North)*  
 1199 Front Rd.  
**La Salle M9J 2A7**  
 519-734-1487

*George Samis, NDP*  
*(Cornwall)*  
 365 Montreal Rd. E.  
**Cornwall K6H 1B6**  
 613-933-6513

*Edward Sargent, LIB*  
*(Grey Bruce)*  
 833 2nd Avenue E.  
**Owen Sound N4K 2H2**  
 519-371-2421

## 16 Legislative Offices

*Margaret Scrivener, PC*  
(St. David)  
298C Gerrard St. E., 2nd Flr.  
**Toronto M5A 2G7**  
416-964-8663

*Howard Sheppard, PC*  
(Northumberland)  
107 King St. W., Rm. 204  
**Cobourg K9A 2M4**

*Yuri Shymko, PC*  
(High Park-Swansea)  
2323 Bloor St. W., 218G  
**Toronto M6S 1P1**

*Stuart Smith, LIB*  
(Hamilton West)  
278 King St. W.  
**Hamilton L8P 1B1**  
416-527-2556

*James Snow, PC (Hon.)*  
(Oakville)  
345 Lakeshore Rd. E., Ste. 101  
**Oakville L6J 1J5**  
416-845-0298

*Michael Spensieri, LIB*  
(Yorkview)  
Yorkview Action Office  
1977 Finch Ave. W.  
Norfinch Plaza, Ste. 208  
**Downsview M3N 2V3**  
416-743-7272

*Bette Stephenson, PC (Hon.)*  
(York Mills)  
22nd Flr., Mowat Block  
**Queen's Park M7A 1A2**  
416-965-5277

*Norman Sterling, PC (Hon.)*  
(Carleton-Grenville)  
12 Tighe St.  
**Manotick K0A 2N0**  
613-692-2403

*Ross Stevenson, PC*  
(Durham-York)

*Jack Stokes, NDP*  
(Lake Nipigon)  
Room 193, Speaker's Office  
Legislative Bldg.  
**Queen's Park M7A 1A2**  
1-800-268-7192

*Mel Swart, NDP*  
(Welland-Thorold)  
13 Cross St.  
**Welland L3B 3E9**  
416-732-6884

*John Sweeney, LIB*  
(Kitchener-Wilmot)  
41 King St.  
**Kitchener N2G 1A1**  
519-579-5460

*George Taylor, PC*  
(Simcoe Centre)  
P.O. Box 1209  
124 Dunlop St. E.  
**Barrie L4M 5E2**  
705-737-4242

*James Taylor, PC*  
(Prince Edward Lennox)  
57 Dundas St. E.  
**Napanee K7R 1H7**  
613-354-4368 and

General Delivery  
**Picton K0K 2T0**  
613-476-6732

*Dennis Timbrell, PC (Hon.)*  
(Don Mills)  
Flemingdon Park Shopping Centre  
747 Don Mills Road  
**Don Mills M3C 1T2**  
416-757-8747



*Richard Treleavan, PC*  
(Oxford)  
19 Riddell St.  
**Woodstock N4S 6L9**

*John Turner, PC (Hon.)*  
(Peterborough)  
372 Water St.  
**Peterborough K9H 3L6**  
705-742-3777

*Ron Van Horne, LIB*  
(London North)  
1620 Dundas St. E.  
**London N5W 3C4**  
519-455-3400

*Osie Villeneuve, PC*  
(Stormont, Dundas and  
Glengarry)  
Box 27  
**Maxville K0C 1T0**  
613-527-2159

*Gordon Walker, PC (Hon.)*  
(London South)  
220 Wellington Rd. S.  
**London N6C 5G3**  
519-434-7442

*Andy Watson, PC*  
(Chatham-Kent)  
233 King St. W.  
**Chatham N7M 1E6**  
519-351-3713

*Robert Welch, PC (Hon.)*  
(Brock)  
Box 1300  
43 Church St., Ste. 502  
**St. Catharines L2R 3C3**  
416-682-3488

*Thomas Wells, PC (Hon.)*  
(Scarborough North)  
6th Flr., Mowat Block  
**Queen's Park M7A 1A2**  
416-965-3606

*Bud Wildman, NDP*  
(Algoma)  
Box 1114  
**Sault Ste. Marie P6A 5N7**  
705-649-2020

*John Williams, PC*  
(Orillia)  
2175 Sheppard Ave. #202A  
**Willowdale M2J 1W8**  
416-494-6856

*Douglas Wiseman, PC (Hon.)*  
(Lanark)  
10 Sunset Blvd.  
**Perth K7H 2Y2**  
613-267-5210

*Harry Worton, LIB*  
(Wellington South)  
Room 119, Legislative Bldg.  
**Queen's Park M7A 1A2**  
(Constituents call 519-822-3540)

*William Wrye, LIB*  
(Windsor-Sandwich)  
506 Wyandotte St. W.  
**Windsor N9A 5X6**

*Paul Yakabuski, PC*  
(Renfrew South)  
19 Renfrew Ave. E.  
**Renfrew K7V 2W6**  
613-432-3206

#### CONSTITUENCY/MEMBER

*Algoma*  
Bud Wildman, NDP  
*Algoma-Manitoulin*  
John Lane, PC

*Armourdale*  
Bruce McCaffrey, PC (Hon.)  
*Beaches-Woodbine*  
Marion Bryden, NDP

*Bellwoods*

Ross McClellan, NDP

*Brampton*

Wm. G. Davis, PC (Hon.)

*Brantford*

Phil Gillies, PC

*Brant-Oxford-Norfolk*

R. F. Nixon, LIB

*Brock*

Robert Welch, PC (Hon.)

*Burlington South*

George A. Kerr, PC

*Cambridge*

Bill Barlow, PC

*Carleton*

Bob Mitchell, PC

*Carleton East*

Bob MacQuarrie, PC

*Carleton-Grenville*

Norman Sterling, PC (Hon.)

*Chatham-Kent*

Andy Watson, PC

*Cochrane North*

Rene Piche, PC

*Cochrane South*

Alan Pope, PC (Hon.)

*Cornwall*

George Samis, NDP

*Don Mills*

Dennis Timbrell, PC (Hon.)

*Dovercourt*

Tony Lupusella, NDP

*Downsview*

Odoardo DiSanto, NDP

*Dufferin-Simcoe*

George McCague, PC (Hon.)

*Durham East*

Sam Cureatz, PC

*Durham West*

George Ashe, PC (Hon.)

*Durham-York*

Ross Stevenson, PC

*Eglinton*

Roy McMurtry, PC (Hon.)

*Elgin*

R.K. McNeil, PC

*Erie*

Ray Haggerty, LIB

*Essex North*

Richard Ruston, LIB

*Essex South*

Remo Mancini, LIB

*Etobicoke*

Ed Philip, NDP

*Fort William*

Mickey Hennessy, PC

*Frontenac-Addington*

J. Earl McEwen, LIB

*Grey*

Robert McKessock, LIB

*Grey-Bruce*

Eddie Sargent, LIB

*Haldimand-Norfolk*

Gordon Miller, LIB

*Halton-Burlington*

Julian Reed, LIB

*Hamilton Centre*

Sheila Copps, LIB

*Hamilton East*  
Bob Mackenzie, NDP

*Hamilton Mountain*  
Brian Charlton, NDP

*Hamilton West*  
Stuart Smith, LIB

*Hastings-Peterborough*  
Jim Pollock, PC

*High Park-Swansea*  
Yuri Shymko, PC

*Humber*  
Morley Kells, PC

*Huron-Bruce*  
Murray Elston, LIB

*Huron-Middlesex*  
Jack Riddell, LIB

*Kenora*  
Leo Bernier, PC (Hon.)

*Kent-Elgin*  
James McGuigan, LIB

*Kingston and the Islands*  
Keith Norton, PC (Hon.)

*Kitchener*  
James Breithaupt, LIB

*Kitchener-Wilmot*  
John Sweeney, LIB

*Lake Nipigon*  
J.E. Stokes, NDP

*Lakeshore*  
Al Kolyn, NDP

*Lambton*  
Lorne Henderson, PC (Hon.)

*Lanark*  
Douglas Wiseman, PC (Hon.)

*Leeds*  
Robert William Runciman, PC

*Lincoln*  
Philip Andrewes, PC

*London Centre*  
David Peterson, LIB

*London North*  
Ron Van Horne, LIB

*London South*  
Gordon Walker, PC (Hon.)

*Middlesex*  
Robert Eaton, PC

*Mississauga East*  
Bud Gregory, PC (Hon.)

*Mississauga North*  
Terry Jones, PC

*Mississauga South*  
Douglas Kennedy, PC

*Muskoka*  
Frank Miller, PC (Hon.)

*Niagara Falls*  
Vince Kerrio, LIB

*Nickel Belt*  
Floyd Laughren, NDP

*Nipissing*  
Michael Harris, PC

*Northumberland*  
Howard Sheppard, PC

*Oakville*  
James W. Snow, PC (Hon.)

*Oakwood*  
Tony Grande, NDP

*Oriole*  
John Williams, PC

*Oshawa*

Mike Breough, NDP

*Ottawa Centre*

Michael Cassidy, NDP

*Ottawa East*

Albert Roy, LIB

*Ottawa South*

Claude Bennett, PC (Hon.)

*Ottawa West*

Reuben Baetz, PC (Hon.)

*Oxford*

Richard L. Treleaven, PC

*Parkdale*

Tony Ruprecht, LIB

*Parry Sound*

Ernie Eves, PC

*Perth*

Hugh Edighoffer, LIB

*Peterborough*

John Turner, PC (Hon.)

*Port Arthur*

Jim Foulds, NDP

*Prescott-Russell*

Don Boudria, LIB

*Prince Edward-Lennox*

James Taylor, PC

*Quinte*

Hugh O'Neil, LIB

*Rainy River*

T. Patrick Reid, L LAB

*Renfrew North*

Sean Conway, LIB

*Renfrew South*

Paul Yakabuski, PC

*Riverdale*

Jim Renwick, NDP

*Sarnia*

Andy Brandt, PC

*Sault Ste. Marie*

R.H. Ramsay, PC (Hon.)

*Scarborough Centre*

Frank Drea, PC (Hon.)

*Scarborough East*

Margaret Birch, PC (Hon.)

*Scarborough-Ellesmere*

Alan M. Robinson, PC

*Scarborough North*

Thomas Wells, PC (Hon.)

*Scarborough West*

Richard Johnston, NDP

*Simcoe Centre*

George Taylor, PC

*Simcoe East*

Allan McLean, PC

*St. Andrew-St. Patrick*

Larry Grossman, PC (Hon.)

*St. Catharines*

Jim Bradley, LIB

*St. David*

Margaret Scrivener, PC

*St. George*

Susan Fish, PC

*Stormont-Dundas-Glengarry*

Osie F. Villeneuve, PC

*Sudbury*

Jim Gordon, PC

*Sudbury East*

Elie Martel, NDP



*Timiskaming*  
Edward Havrot, PC

*Victoria-Haliburton*  
John Eakins, LIB

*Waterloo North*  
Herbert A. Epp, LIB

*Welland-Thorold*  
Mel Swart, NDP

*Wellington-Dufferin-Peel*  
Jack Johnson, PC

*Wellington South*  
Harry Worton, LIB

*Wentworth*  
Gordon Dean, PC

*Wentworth North*  
Eric Cunningham, LIB

*Wilson Heights*  
David Rotenberg, PC

*Windsor-Riverside*  
David Cooke, NDP

*Windsor-Sandwich*  
Bill Wrye, LIB

*Windsor-Walkerville*  
Bernard Newman, LIB

*York Centre*  
Don Cousens, PC

*York East*  
Robert Elgie, PC (Hon.)

*York Mills*  
Dr. Bette Stephenson, PC (Hon.)

*York North*  
William Hodgson, PC

*York South*  
Donald C. MacDonald, NDP

*Yorkview*  
Michael Spensieri, LIB

*York West*  
Nick Leluk, PC (Hon.)

SPEAKER OF THE ASSEMBLY  
416-965-2331

LEGISLATIVE 2

The *Speaker of the Assembly* is its Chief Presiding Officer and is responsible for both policy and operations. The Speaker also chairs the *Board of Internal Economy* that governs the financial affairs of the Assembly including the review of the estimates. The office includes the *Sergeant-at-Arms of the Assembly* as well as the pages employed during sessions. The office can provide information on the schedule of sittings and sessions of the legislature.

CLERK OF THE ASSEMBLY  
416-965-1406

LEGISLATIVE 3

The Clerk is principal officer of the Assembly and is responsible for procedure and the daily publication of the *Order Paper* and *Votes and Proceedings*, the official record of the activities of the *Legislature*. The Clerk's Office will answer questions about the status of *legislation* before the Legislature, rules pertaining to Private Bills and select and standing committees.

LEGISLATIVE ASSEMBLY ADMINISTRATIVE  
OFFICE  
416-965-4028

LEGISLATIVE 4

The Administrative Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament and his or her staff, MPP constituency offices and the various offices under the Office of the Legislative Assembly. In addition, the Administrative Office is responsible for information and tours service, food and beverage and stewards services in the legislative buildings.

Administrative services (965-9489) include the coordination of MPP constituency offices (see list under the Legislative Assembly entry), purchasing of goods and services, supply management, printing services and the maintenance of policy and procedures manuals.

Financial services (965-9489) include general accounting, payroll and expense account services.

Personnel services (965-9492) include the establishment of personnel policies and procedures, the establishment of appropriate classification and compensation levels for employees, staff recruitment and coordination of the affirmative action program to improve the status of Ontario government female employees. The office participates in the government's youth employment (Experience) program.

*Information and Tours Services* (965-4028) conducts tours of the *Legislative Building* for school groups, associations and individuals. *Art* tours of the Macdonald Block are booked upon request. Provides information service to visitors on Ontario Travel and the Parliament Buildings and direction to various government offices. Bilingual guides are available.

*Food and Beverage Services* (965-4340) includes *Stewards Services* (965-7651) which administers the *Press Gallery Lounge* and the Member's Lounge, and the *Member's Dining Room* (965-2011) which offers MPPs facilities for luncheons, dinners, and receptions.

## HANSARD REPORTING SERVICE

LEGISLATIVE 5

The Hansard Reporting Service covers all sittings of the *Legislature* of Ontario and selected committees and publishes an Official Report (Hansard). Index information on Hansard for the current session of the Legislature can be obtained by calling 965-2159. The final printed Hansard is distributed to each Member of Provincial Parliament (MPP) and is available from the Ontario Government Bookstore, 880 Bay St., Toronto, telephone 965-2054, and in most libraries. For subscriptions contact Sessional Subscription, *Print Procurement Service*, Ministry of Government Services, 9th Floor, Ferguson Block, Queen's Park (965-2238).

LEGISLATIVE LIBRARY, RESEARCH AND  
INFORMATION SERVICES  
416-965-4545

LEGISLATIVE 6

Provides reference and information services to each *Member of Provincial Parliament* (MPP) and staff, officers of the Legislative Assembly, research officers for the three parties, and members of the Legislative Press Gallery. Also provides a *research* service exclusively for MPPs. The Legislative *Library's* collection is particularly strong in the social sciences and *legal* materials. It has a large collection of Canadian, Ontario, other provincial and United States government publications as well as all the major Ontario daily and weekly newspapers. It also administers the *Press Clipping Service* (965-2088) which provides MPPs with press clippings from selected Ontario newspapers.

The *Checklist and Catalogue Service* (965-1415), which is also administered by the Legislative Library, compiles a monthly checklist and an annual catalogue of Ontario government publications as well as a quarterly catalogue of *French* language publications issued by the Ontario government.

ONTARIO ELECTION OFFICE  
70 Lombard St.  
Toronto M5C 1M3  
416-965-6831

LEGISLATIVE 7

The Ontario Election Office conducts any provincial election under the *Ontario Election Act*. Coordinates appointment, training and payment of *election* officials and coordinates arrangements for rentals, equipment and supplies for polling places at an election. Directs and supervises local Returning Officers in each of 125 *electoral districts*. Provides a public information film, 'Securing the vote' and publishes *historical* information dating back to 1867, relating to provincial elections, *legislatures*, cabinets and *political* candidates. Maintains an Index of Provincial Electoral Districts by street name and number to assist persons who wish to know their *electoral district* and the name, telephone number and contact address of their *Member of Provincial Parliament* (MPP). See the Legislative Assembly entry, LEGISLATIVE 1, for a list of MPP's and their constituency offices.

COMMISSION ON ELECTION CONTRIBUTIONS &  
EXPENSES  
151 Bloor St. W.  
Toronto M5S 1S4  
416-965-0455

LEGISLATIVE 8

The Commission on Election Contributions & Expenses administers the *Election Finances Reform Act* which provides for registration of *political* parties and constituency (riding) associations active in Ontario, and candidates in a provincial *election*. Limits political contributions to, and period of *advertising* and advertising expenses of, registered parties, constituency associations and candidates during a provincial election campaign. Provides *subsidies* to candidates with respect to campaign expenses incurred. Requires filing of audited campaign period statements of receipts and expenses by political parties, constituency associations and candidates, and audited annual financial statements, including statements of assets and liabilities by political parties and constituency associations.

OMBUDSMAN  
125 Queen's Park  
Toronto M5S 2C7  
416-596-3300

LEGISLATIVE 9

The Ombudsman is an officer of the Legislature of Ontario whose function, with specified exceptions, is to investigate any decision, recommendation, act or omission made in the administration of any ministry or agency of the Ontario government. Complaints should be made in writing; however complainants can visit or call: Ombudsman's Office, 125 Queen's Park, Toronto M5S 2C7, Tel. 596-3300. There is an office in Thunder Bay (1265 Arthur St. E., P7E 6E7, 807-623-5058) and North Bay (591 Main St. E., P1B 1B7, 705-476-5800). The staff is multilingual. The Ombudsman reports annually to the Speaker of the Legislature. The Ombudsman is listed in all Ontario telephone directories under Ombudsman Ontario.

PROVINCIAL AUDITOR  
56 Wellesley St. W., 4th Flr.  
Toronto M7A 1A2  
416-965-1381

LEGISLATIVE 10

The Provincial Auditor carries out the statutory requirements imposed under the *Audit Act* and other statutes of the province. The Provincial Auditor manages the *audit* of the *Consolidated Revenue Fund* as well as that of ministerial and quasi-judicial agencies. The office participates in the affirmative action program which is designed to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

GOVERNMENT CAUCUS OFFICE  
416-965-2337

LEGISLATIVE 11

The Progressive Conservative Party (PC) is at present the party in power. Each Member of Provincial Parliament belonging to the Progressive Conservative Party is part of the Government Caucus. The *Caucus* deliberates policies and programs which will become part of *legislation* to be introduced in the Legislature. Specific committees are responsible for certain areas. The Caucus Office has a *Chief Whip* who looks after attendance in full Caucus, committee meetings and in the Legislature, and keeps all members informed as to what votes are expected in the Legislature. Each Member of Provincial Parliament has a Constituency Office to serve the needs of the people whom he or she represents (see list under the Legislative Assembly entry, LEGISLATIVE 1).

LIBERAL PARTY CAUCUS OFFICE  
416-965-1676

LEGISLATIVE 12

Each Member of Provincial Parliament (MPP) representing the Liberal Party belongs to the Liberal Party *Caucus*. The Liberal Party is at present the Official Opposition to the Ontario Government. The Caucus Office responds to inquiries and requests for assistance from the public and from other governmental jurisdictions. It invites and reviews input from the public on matters of provincial jurisdiction. In addition, each Liberal MPP has a local Constituency Office to serve the needs of the people whom he or she represents (see list under the Legislative Assembly entry, LEGISLATIVE 1).



**NEW DEMOCRATIC PARTY CAUCUS OFFICE**  
416-965-3311**LEGISLATIVE 13**

Each Member of Provincial Parliament (MPP) belonging to the New Democratic Party (NDP) belongs to the NDP *Caucus*. The Caucus Office answers and deals with inquiries from the public and from other governmental jurisdictions about caucus policies and activities, etc. For general information, phone 965-3311. To contact NDP Research Office, phone 965-5392. Each member of the Provincial Parliament has a Constituency Office to serve the needs of the people whom he or she represents (see list under the Legislative Assembly entry, LEGISLATIVE 1).

## MINISTRY OF AGRICULTURE & FOOD

801 Bay St.

Toronto M7A 2B2

(Location Exceptions Noted)

The Ministry of Agriculture and Food is concerned with one of Ontario's most important industries, farming. Its programs include education and research, extension services to increase technical knowledge among farmers, marketing and rural development.

### DEPUTY MINISTER'S OFFICE

#### AUDIT SERVICES BR

AG & FOOD 1

416-965-3241

The Branch is responsible for the Ministry's audit functions which include review and appraisal of Ministry accounting, financial and operational controls. Also assists management by reviewing specific areas of concern and making recommendations for improvement.

#### ECONOMICS BR

AG & FOOD 2

801 Bay St.

Toronto M7A 1B6

416-965-1064

Serves the Ministry, government committees and the *agricultural* industry (marketing boards, administrative bodies, farmers) by assembling and interpreting *agricultural economic* information. Conducts *research* into *farm* costs, marketing methods, *farm* business management, agricultural policy, etc., and gathers and publishes a wide range of *agricultural statistics*. Field staff carry on economic research projects, maintain close liaison with other field office staff of the Ministry and with marketing boards, provide consulting services to *farm* organizations and individual farmers and regularly attend farmers' meetings. They serve the Province from field offices in Chatham, Guelph, Kemptville and Vineland Station (listed under the County, District and Other Field Offices entry). The economist at Kemptville lectures to students on agricultural economics. Information is also available from the Ministry's county and district offices (see list under this Ministry's County, District and Other Field Offices entry, AG & FOOD 36).

#### INFORMATION BR

AG & FOOD 3

801 Bay St.

Toronto M7A 1A5

416-965-1056

Provides information service for the Ministry of Agriculture and Food. Activities include media liaison, answering public inquiries, producing and distributing publications, new releases and audio-visual materials, providing up-to-date market quotes on selected *agricultural* commodities. The Branch establishes the Ministry's communications policy and advises its branches on communications problems. Provides communications support to the Minister and the Deputy Minister.

#### LEGAL BR

AG & FOOD

416-965-6805

Provides legal services for the Ministry of Agriculture and Food. Counsels the Minister

on legal matters including: interpretation of statutes and regulations; preparation and review of proposed legislation, regulations and other legal documents. Supplies the Ministry with general legal services such as preparing litigation, settlement of claims, acting at court hearings, etc.

#### PERSONNEL BR

AG & FOOD 5

801 Bay St.

Toronto M7A 1A4

416-965-7452

Performs the personnel functions for the Ministry of Agriculture and Food. The Branch works mainly in an advisory capacity with all line managers who have primary responsibility for all personnel matters within their units. Personnel Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances and all matters affecting working conditions and performance. Maintains the Ministry's personnel, payroll and employee benefit records. Provides liaison between the Ministry and Civil Service Commission, Management Board and the Ontario Public Service Employees Union (OPSEU).

#### PROGRAMS COORDINATION SECRETARIAT

AG & FOOD 6

416-965-7571

Coordinates policy and program planning and development and program delivery for the Ministry. Maintains liaison with Cabinet Office, Policy and Priorities Board, Cabinet Committee for Resources Development, Management Board and other ministries and agencies. Develops and maintains a program management and planning oriented information system to ensure widest and earliest possible consideration for policy and program proposals and to expedite program delivery and resource allocation. Initiates and maintains the Ministry's Affirmative Action Program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women. Area Coordinators provide leadership in the coordination of field staffs in nine areas of the Province and *farm* management specialist services to farmers. Coordinates Customer Service program of Ministry.

#### FINANCE AND ADMINISTRATION DIVISION

##### ACCOUNTS BR

AG & FOOD 7

801 Bay St.

Toronto M7A 2A3

416-965-1159

The Branch is responsible for the Ministry's accounting functions. These include payroll and expense account services, accounts payable, and financial liaison with Management Board, the Provincial Auditor and other government ministries and agencies.

##### MANAGEMENT SYSTEMS AND ADMINISTRATION SERVICES BR

AG & FOOD 8

416-965-5961

Supplies the Ministry with administrative services, computer systems development and data processing. Also operates Ministry *library* (965-1816). The library operates the Min-

istry *reading room* to provide public access to all Ministry publications, statutes, regulations, and most manuals and internal procedures used by the Ministry.

Administrative Services include purchasing of goods and services, supply management, printing and duplicating services, mail and transportation services, records management, assets management, maintenance of policy and procedures manuals (e.g., Manual of Administration). The Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. It is also responsible for office safety supervision.

Systems development services include the definition, development and documentation of the Ministry's computerized or manual information and administrative systems and liaison with Government Services' Communications and Computer Services Division.

## PRODUCTION AND RURAL DEVELOPMENT DIVISION

AGRICULTURAL & HORTICULTURAL  
SOCIETIES BR  
416-965-1091

AG & FOOD 9

Gives *grants* to *agricultural* societies in Ontario for *exhibitions*, *fairs*, *crops competitions*, improvements to buildings and grounds, commercial and educational displays. Also gives *grants* to *horticultural* societies and plowmen's associations. Horticultural societies hold *exhibitions* and *competitions* (i.e., flowers, plants and vegetables); conduct courses on *gardening*. The *Ontario Plowmen's Association*, which sponsors the *International Plowing Match* and *Farm Machinery Show*, the *Ontario Association of Agricultural Societies* and the *Ontario Horticultural Association* have their headquarters at this Branch. For information contact the county and district offices (see the County, District and Other Field Offices entry, AG & FOOD 36).

AGRICULTURAL MANPOWER SERVICES  
801 Bay St.  
Toronto M7A 1B1  
416-965-6149

AG & FOOD 10

Assists Ontario farmers with their *manpower* needs by providing information and advice on *farm labour supply*, *employment standards legislation*, *personnel management*, *job creation programs* and training programs for *farm workers*. Assistance is also given to *students* and young farmers involved in *exchanges* between farms in Ontario and foreign countries. For information contact Ministry's county and district offices (see the County, District and Other Field Offices entry, AG & FOOD 36).

CROP INSURANCE COMMISSION OF ONTARIO  
801 Bay St.  
Toronto M7A 1B7  
416-965-1811

AG & FOOD 1

Makes available to farmers a crop *insurance* plan to insure about 30 commercially grown *crops* against natural disaster.



## EXTENSION BR

AG &amp; FOOD 12

801 Bay St.

Toronto M7A 1B2

416-965-1241

Conducts *education* programs, provides advisory services and administers government policies designed to assist farmers in the management of their *farm* operations.

*Agricultural* representatives (ag reps) in 54 county and district offices located throughout the Province carry out Extension Branch programs which deal with three main areas: *farm* management, agricultural engineering, and *Four-H (4-H)* and *Junior Farmers*.

The *farm* management program encourages and assists farmers to use their resources effectively in order to have productive and profitable farms. The program comprises financial and business management, *livestock* management, and *soils* and *crops* management assistance. Ag reps advise farmers on financial matters, e.g., business analysis, estate planning, pricing, marketing, accounting, and overall *farm* planning.

*Livestock* management consists of information and advice to livestock and *poultry* producers on the economics of production, choice and size of enterprise, feed evaluation, storage and handling, testing, herd and flock health, marketing, etc. *Soils* and *crops* management assistance concentrates on the economics of production, tillage, land use, erosion control, fertilizer recommendations, *weed*, *insects* and *disease* control, variety selection, crop handling and storage systems, *crops insurance*, drainage and irrigation. Agricultural engineering specialists give information and advice in the areas of farm drainage, farm structures (Canada Plan Service plans, Ontario Building Code), *machinery* management, *pollution* control (manure and waste management), *water* supply and *energy* conservation.

Ag reps coordinate the 4-H youth program and act as contacts for the *Junior Farmers' Association of Ontario*, producing publications, giving guidance and assistance, *volunteer* leadership training, and *scholarships* for travel and exchanges. Agricultural representatives give information on the *Junior Agriculturalist Program*, a summer program for youth wanting experience on farms. *Agricrew*, a summer youth employment program which provides *subsidies* for the salaries farmers pay for the employment of students on farms, is administered from county and district offices.

Extension Branch staff administer the *Farm Productivity Incentive Program* which provides *financial assistance* to farmers for certain capital improvements and *soils* management projects on their farms. The Branch also administers the *Northern Ontario Assistance Program*, funded by the Ministry of Northern Affairs, which provides *financial assistance* to Northern Ontario farmers.

For a list of county and district offices and other Ministry offices see the County, District and Other Field Offices entry, AG & FOOD 36.

## FARM INCOME STABILIZATION COMMISSION

AG &amp; FOOD 13

416-965-1811

Farm Income Stabilization plans are available to provide *financial assistance* during times of low prices for *hogs* or for the following *crops*: white beans, soybeans, winter wheat and corn, to guarantee participating producers a price equal to 95 per cent of the market price over the previous five years, adjusted for cash costs.

**FOODLAND DEVELOPMENT BR**  
 416-965-9433

AG &amp; FOOD 14

Reviews official plans, environmental assessments and project proposals for their *land use planning* implications for agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes *farm land* held by the government for future development. The Branch also administers the *Topsoil Preservation Act* (allowing municipalities to regulate removal of topsoil). Administers the *Non-Resident Agricultural Land Interests Registration Act*, which requires non-residents of Canada to file a form indicating their interests in agricultural holdings in Ontario larger than 10 hectares. Drainage Section (965-9921) administers the *Tile Drainage Act* and the *Drainage Act* (financial assistance to municipalities and farmers for the improvement of *farm land*) and the *Agricultural Tile Drainage Installation Act* (licences for installers of tile drainage systems on *farm land*). The Branch has planning specialists in the Ministry's county and district offices in St. Thomas, Fergus, Lindsay and Kemptville. Addresses are included in the list of county and district offices found in the County, District and Other Field Offices entry, AG & FOOD 36.

HOME ECONOMICS BR  
 801 Bay St.  
 Toronto M7A 1B5  
 416-965-1421

AG &amp; FOOD 15

Provides formal *home economics* educational programs for rural people, consistent with locally identified needs, which will improve the quality of life in the home and community. Provides home economics information to individuals, government, farm organizations and agribusiness, upon request.

LIVESTOCK BR  
 801 Bay St.  
 Toronto M7A 1B4  
 416-965-5971

AG &amp; FOOD 16

Promotes production of *livestock* and high quality livestock products through management improvement programs and *grants* for Ontario producers. Maintains laboratories where *milk* samples are tested for butterfat and protein content and a *laboratory* where feed samples are analyzed. This Branch is responsible for acts affecting *livestock* producers, e.g., the *Hunter Damage Compensation Act*, the *Artificial Insemination of Livestock Act* (issuance of *licences* to providers of artificial insemination services for livestock), the *Beef Cattle Marketing Act*. Other acts provide for: the grading of *livestock* and *poultry*, *licences* to those who conduct auctions of pure-bred *livestock*, payment of licence fees to the *Ontario Sheep Association* on the sales of *wool*. *Livestock* specialists are available to give management advice to producers throughout Ontario. For information contact Ministry's county and district offices (see County, District and Other Field Offices entry, AG & FOOD 36).

ONTARIO FARM MACHINERY BOARD  
 519-824-4120

AG &amp; FOOD 17

Investigates complaints regarding *farm machinery* and may bring together interested parties to resolve problems of service, parts supply and guarantees involving farmers, dealers and manufacturers in Ontario. The Board has developed an Ontario Farm Machinery Distributor and Retail Dealer Code which defines the extent of commitment of farm ma

machinery distributors and dealers with respect to new farm machinery transactions. Distributors and dealers voluntarily agreeing to meet and adhere to the requirements of the code will be certified by the Board.

#### RURAL DEVELOPMENT BR

AG & FOOD 18

801 Bay St.  
Toronto M7A 1B1  
416-965-7661

Administers federal-provincial programs for *farm* and rural development including the *Agricultural and Rural Development Agreement (ARDA)* and *General Development Agreement (GDA)* subsidiaries. Manages programs which make available to farmers guaranteed bank loans, and the *Industrial Milk Production Incentive*, *Labrusca Grape Conversion Assistance Program*, *Greenhouse Growers Storm Damage Assistance Program* and *Ontario Young Farmers Credit Program*. Administers the *Ontario Junior Farmer Establishment Loan Corporation*. Agricultural representatives in county and district offices work closely with applicants to, and those interested in, these programs giving counselling, advice and assistance (see County, District and Other Field Offices entry, AG & FOOD 36).

#### SOILS AND CROPS BR

AG & FOOD 19

416-965-1081

Provides information at local offices throughout the province on the commercial production of field and *horticultural crops* (e.g. *greenhouse vegetables* and *ornamental plants, mushrooms*). Information is available to commercial growers on restrictions in use of *pesticides*. Responsible for administration of the *Weed Control Act* through municipally-appointed inspectors. Complaints should be directed to the municipality. Inquiries on non-commercial (e.g. household and urban) growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091. For information contact Ministry's county or district office (see County, District and Other Field Offices entry, AG & FOOD 36).

#### MARKETING DIVISION

##### FARM PRODUCTS APPEAL TRIBUNAL

AG & FOOD 20

416-965-5844

Hears *appeals* against decisions made by boards established under the *Farm Products Marketing Act* and the *Milk Act*.

##### FARM PRODUCTS MARKETING BR

AG & FOOD 21

416-965-2124

Consists of the *Farm Products Marketing Board* and the *Milk Commission of Ontario* which administer the *Farm Products Marketing Act* and the *Milk Act*, respectively. For information contact Ministry's county and district offices (see County, District and Other Field Offices, AG & FOOD 36). The Farm Products Marketing Board and the Milk Commission supervise the marketing boards established under the two Acts and are responsible for making recommendations on changes in the regulations. The Farm Products Marketing Act provides for *commodity* regulation (43 commodities under 24 individual plans, each plan administered by a producer marketing board). The Milk Commission cooperates with the *Ontario Milk Marketing Board*, the *Cream Producers'*



Marketing Board and the Ontario Dairy Council in dairy policy planning and development.

#### FARM PRODUCTS QUALITY BR, FRUIT & VEGETABLE SECTION

AG & FOOD 22

801 Bay St.  
Toronto M7A 1A7  
416-965-1058

Regulates the inspection and grading of twenty-five *farm* products in addition to flue-cured and burley *tobacco*, *honey*, *maple syrup*, *Christmas trees*, tomato seedlings. Offers technical advice to growers and producers and informs the public on all aspects of the production, packaging and marketing of fruit, vegetables and honey. This section provides the Ministry's Information Br with data on the conditions of seasonal *crops*. Issues *licences*: to operators of controlled-atmosphere storages and to packers of apples from such storages, to dealers of *fruit* and *vegetables*, and to *nurseries*. Controls disease in nurseries and controls neglected *orchards* to prevent spread of infestations of *disease* or *insects*. Administers the *Bees Act* which requires *registration* of *apiaries* (where bees are kept for honey production). To register contact Provincial Apiarist, Department of Environmental Biology, University of Guelph, 519-824-4120 Ext. 2477. For information contact Ministry's county and district offices (see County, District and Other Field Offices entry, AG & FOOD 36).

#### FARM PRODUCTS QUALITY BR MILK INDUSTRY SECTION

AG & FOOD 22

801 Bay St.  
Toronto M7A 1A7  
416-965-2411

Undertakes programs to ensure that *milk* marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. Provides for *dairy farm* inspection and monthly testing of raw milk. Issues *licences* to, and arranges for training and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermaker and cheesemakers. Issues *licences*, regulates and inspects plants manufacturing milk products, *margarine* and *edible oils*. The *laboratory* in Guelph analyzes all samples for butterfat, protein and lactose and reports results to the *Ontario Milk Marketing Board* for determining payment to producers. Conducts regular milk utilization audits. Monitors consumer packages for composition and fill control. For information contact Ministry's county and district offices (see County, District and Other Field Offices, AG & FOOD 36).

#### MARKET DEVELOPMENT BR

AG & FOOD 22

416-965-6472

Domestic Section (965-7701) and Export Section (965-7038) programs are designed to expand present, and develop new domestic and international markets for Ontario-produced fresh and processed *agricultural* and *food* products. This is done through domestic advertising and promotion, information programs, import replacement and *exports* mission and promotion programs. The Market Situation & Outlook Section (965-0311) investigates, analyzes and reports domestic and international market developments and opportunities to help steer the Domestic and Export Sections toward the fulfilment



their respective objectives. For information contact the Ministry's Toronto Office 965-7701

## AGRICULTURAL EDUCATION, RESEARCH & SPECIAL SERVICES DIVISION

AGRICULTURAL RESEARCH INSTITUTE OF  
ONTARIO

AG & FOOD 25

University of Guelph  
Guelph N1G 2W1  
519-824-4120

Inquires into *research* programs on agriculture, *veterinary* medicine and *household science*. Stimulates interest in *agricultural research* as a means of developing efficiency in the production and marketing of *farm* products in Ontario and also serves as an advisory body to the Minister of Agriculture and Food. In Toronto contact 965-6695 for policy matters.

## COLLEGES OF AGRICULTURAL TECHNOLOGY

AG & FOOD 26

The colleges and the *University of Guelph* offer diploma *education* in *farm* management, agricultural production, agricultural engineering, agricultural *laboratory* technology, *home economics* or *food* service supervision, *veterinary* (animal health) technology, *livestock* production, technology and management and agricultural business management. The colleges provide training courses for *dairy* manufacturers, *farm* equipment mechanics, and *dairy* and swine herdworkers. They also conduct *agricultural research* for the Ministry including studies on *livestock*, *poultry*, *field crops*, *horticultural* plants, *soils*, *food* and *nutrition*, economics and marketing. For policy matters, contact this Ministry's Education Research & Special Services Division, 801 Bay St., 11th Flr., Toronto M7A B1 (416-965-6695). A new *French* language College of Agricultural Technology has been established at Alfred, Ontario. Program of resident student instruction will commence in the Fall of 1981. Colleges are listed below:

College de Technologie  
Agricole et Alimentaire d'Alfred  
P. Box 580  
Alfred K0B 1A0  
519-679-2218

New Liskeard College of  
Agricultural Technology  
New Liskeard P0J 1P0  
705-647-6701

Centralia College of  
Agricultural Technology  
Iron Park N0M 1Y0  
519-228-6691

Ridgetown College of  
Agricultural Technology  
Ridgetown N0P 2C0  
519-674-5456

Camptville College of  
Agricultural Technology  
Camptville K0G 1J0  
519-258-3411

University of Guelph  
Guelph N1G 2W1  
519-824-4120

# HORTICULTURAL RESEARCH INSTITUTE

416-562-4141

AG &amp; FOOD 27

Conducts *horticultural research* (including studies on *soils and crops*) to increase production and develop new varieties of *farm products* (e.g. fruits and vegetables including *mushrooms and wine*). The Institute also coordinates all horticultural research and service programs supported by the Ministry. Serves farmers, growers of ornamental plants, food processors and wine makers. The Institute provides propagating material (cuttings, etc.) to growers and nurseries. Research is conducted at these locations:

## Muck Research Station

R.R. 1

Kettleby L0G 1J0

416-775-3783

## Horticultural Research Institute of Ontario &

Horticultural Product Laboratory

Vineland Station L0R 2E0

416-562-4141

## Horticultural Experiment Station

Box 587

Simcoe N3Y 4N5

519-426-7120

# ONTARIO AGRICULTURAL MUSEUM

Milton L9T 2Y3

416-878-8151

AG &amp; FOOD 28

The *Ontario Agricultural Museum* in Milton, Ontario, one of the *museums* operated by the Ontario Government, houses and displays tools, implements and *historical artifacts* associated with the history of Ontario agriculture.

# PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY

University of Guelph

Guelph N1G 2W1

519-824-4120, Ext. 2449/3424

AG &amp; FOOD 29

Provides a *chemical* analytical service to all provincial ministries for the detection and measurement of residues of (a) *pesticides*, i.e. *insecticides, herbicides, fungicides, acaricides, nematocides*, etc., (b) *industrial pollutants* and (c) *heavy metals* in the following areas: *food, plants, animals, fish, wildlife, soils, water, air* and human tissues. Interpret significance of analytical results. Contact *laboratory* or ministries involved for *research papers and reports*. The Pest Diagnostic Laboratory (Room 102, Graham Hall, Ext. 2701) provides a service for the identification of *insects, plant diseases and weeds* upon receipt of carefully packed samples.

# VETERINARY SERVICES BR LABORATORY SECTION

801 Bay St.

Toronto M7A 1B3

416-965-5841

AG &amp; FOOD 3

Operates six laboratories that provide assistance to the *livestock* industry and *veterinarian* practitioners by offering diagnostic, investigative, consultative and extension service. Carcasses and specimens from *animals and poultry* are submitted by veterinarians at

farmers and tests are made to determine cause of *disease*. Administers the *Ontario Hatchery Supply Flock Policy*, involving monitoring procedures to control disease of poultry and the *Fur Farms Act*, requiring licences of *fur* farmers. The laboratories are listed below:

**Brighton K0K 1H0**

613-475-1630

Kemptville K0G 1J0

613-258-3804

Box 3612

**Guelph N1H 6R8**

519-824-4120 Ext. 3997

Box 790

**New Liskeard P0J 1P0**

705-647-6701

Huron Park N0M 1Y0

519-228-6691

100 Main St. E.

**Ridgetown N0P 2C0**

519-674-5456 Ext. 56

**VETERINARY SERVICES BR MEAT INSPECTION  
SECTION**

AG &amp; FOOD 31

801 Bay St.

Toronto M7A 1B3

16-965-5841

inspects and issues *licences* to *slaughtering plants* not already registered by Agriculture Canada under the Meat Inspection Act (Canada), or those engaged solely in slaughtering *animals* exempted by regulations under the Act. For information contact Ministry's county or district office (see County, District and Other Field Offices entry, AG & FOOD 36).

**VETERINARY SERVICES BR REGULATORY &  
COMMUNICABLE**

AG &amp; FOOD 32

801 Bay St.

Toronto M7A 1B3

16-965-5841

he Regulatory & Communicable Diseases Section administers the Acts concerning these veterinary requirements: *vaccination* of cattle to control brucellosis *disease*, *licences* for *livestock* community sales and those involved in disposing of dead *animals*. Compensates owners of *livestock* that die as a result of *rabies*. Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides *grants* to finance *veterinary* service in designated areas where livestock farms are sparsely located. Inspects and issues *licences* to riding *horse* establishments and suppliers of *laboratory animals*. Inspects *dog* pounds. Issues *licences* to those other than pharmacists and veterinarians who sell *livestock medicines*. Requires *registration* of facilities that use *animals* for *search*. For information contact Ministry's county or district office (see County, District and Other Field Offices, AG & FOOD 36).

**AGENCIES****AGRICULTURAL LICENSING & REGISTRATION  
REVIEW BOARD**

AG &amp; FOOD 33

The Board will hear *appeals* against decisions on licensing and registration requirements



set out under these Acts: *Agricultural Tile Drainage Act, Animals For Research Act, Artificial Insemination of Livestock Act, Dead Animal Disposal Act, Farm Products Grades & Sales Act, Grain Elevator Storage Act, Livestock & Livestock Products Act, Livestock Community Sales Act, Livestock Medicines Act, Meat Inspection Act, Plant Diseases Act, Provincial Auctioneers Act, and Riding Horse Establishments Act*. The Board holds meetings and hearings as required. Appeal procedure may be obtained from Ministry branch involved with *registration or licences*.

**ONTARIO FOOD TERMINAL BOARD**  
416-259-5479

AG &amp; FOOD 34

Operates the Ontario Food Terminal, a wholesale fresh *fruit* and produce market to serve all Ontario growers of these *farm* products. The terminal has cold storage facilities. It plays a major role in the orderly marketing of *fruit* and *vegetables* in Ontario.

**ONTARIO STOCK YARDS BOARD**  
416-767-1163

AG &amp; FOOD 35

Operates under the federal *Livestock & Livestock Products Act* because of interprovincial trade. The Board provides facilities for the weighing of *livestock* and supervising all *scales* operations. Issues *licences* to sales agencies operating in the stock yard to act as representatives in the selling of *livestock*.

**COUNTY, DISTRICT AND OTHER FIELD OFFICES**

AG &amp; FOOD 36

Field offices for the Ministry of Agriculture and Food include 54 county and district offices with a staff of *agricultural* representatives from the Extension Branch and specialists from other branches. The county and district offices provide access to all Ministry programs, services and resources.

*Agricultural* representatives (Ag reps) and specialists represent the wide range of Ministry programs and services which are described individually in the index. Ag reps work closely with farmers, producers and others involved in the *agricultural* and *food* industries, providing information, *education* and advice and conducting educational meetings, workshops, and in-depth short courses for groups. All specialists in the Ministry's programs can be located by calling any county and district office.

Agriculture and Food factsheets, which provide basic information on a wide variety of agricultural topics, are available in county and district offices. Radio and *television* broadcasts provide information and educational programs in individual counties and districts. County and district field offices are listed below. Telephone numbers for both local calls and for Zenith calls, which provide toll-free calling services for customers within each county or district, are listed also. If Zenith number is inoperative check local telephone directory for listing of current number(s).

*Algoma District Office*  
1496 Wellington St. E.  
**Sault Ste. Marie P6A 2R1**  
705-253-1941  
Zenith 98750

*Brant County Office*  
207 Greenwich St.  
**Brantford N3S 2X7**  
519-759-4190  
Zenith 19750



*Bruce County Office*  
Box 1330  
**Walkerton N0G 2V0**  
519-881-3301  
Zenith 97920

*Carleton Office*  
26 Thorncliff Pl.  
**Nepean K2H 6L2**  
613-828-9167  
Zenith 13510

*Cochrane (North) District Office*  
Experimental Farm  
**Kapuskasing P5N 2X9**  
705-335-5828  
Zenith 43340

*Cochrane (South) District Office*  
Box 608  
**Matheson P0K 1N0**  
705-273-2509  
Zenith 34920

*Dufferin County Office*  
R.R. 4  
**Orangeville L9W 2Z1**  
519-941-3830  
Zenith 98750

*Dundas County Office*  
Box 488  
**Winchester K0C 2K0**  
613-774-2313  
Zenith 19750

*Durham County Office*  
234 King St. E.  
**Bowmanville L1C 1P5**  
416-623-3348  
Zenith 73040

*Elgin County Office*  
594 Talbot St.  
**St. Thomas N5P 1C7**  
519-631-4700  
Zenith 59650

*Essex County Office*  
46 Fox St.  
**Essex N8M 2S2**  
519-776-7361  
Zenith 13510

*Frontenac County Office*  
Box 651, 1055 Princess St.  
**Kingston K7L 1H3**  
613-544-1995  
Zenith 35050

*Glengarry County Office*  
Box 579  
**Alexandria K0C 1A0**  
613-525-1046  
Zenith 46710

*Grenville County Office*  
Box 2004  
**Kemptville K0G 1J0**  
613-258-3411  
Zenith 99200

*Grey County Office*  
181 Toronto St. S.  
**Markdale N0C 1H0**  
519-986-2040  
Zenith 16310

*Haldimand Office*  
Box 129  
**Cayuga N0A 1E0**  
416-772-3381  
Zenith 46710

*Halton Office*  
17 Wilson Dr.  
**Milton L9T 3J7**  
416-878-2314  
Zenith 33440

*Hastings County Office*  
Box 340  
**Stirling K0K 3E0**  
613-395-3393  
Zenith 43340

*Huron County Office*  
Box 159  
**Clinton N0M 1L0**  
519-482-3428  
Zenith 73040

*Kenora District Office*  
Ontario Govt. Bldg.  
Box 3000  
**Dryden P8N 3B3**  
807-223-2415  
Zenith 46320

*Kent County Office*  
Box 726  
435 Grand Ave. W.  
**Chatham N7M 5L1**  
519-354-2150  
Zenith 33440

*Lambton County Office*  
Box 730  
**Petrolia N0N 1R0**  
519-882-0180  
Zenith 43350

*Lanark County Office*  
10 Sunset Blvd.  
**Perth K7H 2Y2**  
613-267-1063  
Zenith 33440

*Leeds County Office*  
Box 635  
**Brockville K6V 5V8**  
613-342-2124  
Zenith 46320

*Lennox & Addington County Office*  
41 Dundas St. W.  
**Napanee K7R 1Z5**  
613-354-3371  
Zenith 18210

*Manitoulin District Office*  
Box 328  
**Gore Bay P0P 1H0**  
705-282-2043  
Zenith 64720

*Middlesex County Office*  
195 Dufferin Ave.  
**London N6A 1K7**  
519-434-6811  
1-800-265-4750

*Muskoka & Parry Sound District Office*  
Box 130  
**Huntsville P0A 1K0**  
705-789-5491  
Zenith 59650

*Niagara (North) Office*  
**Vineland Station L0R 2E0**  
416-562-4142  
Zenith 47710

*Niagara (South) Office*  
574 South Pelham St.  
**Welland L3C 3C6**  
416-732-7552  
Zenith 48110

*Nipissing District Office*  
222 McIntyre St. W.  
**North Bay P1B 2Y8**  
705-474-3050  
Zenith 97920

*Norfolk Office*  
Box 587  
**Simcoe N3Y 4N5**  
519-426-7120  
Zenith 38300

*Northumberland County Office*  
Box 820  
**Brighton K0K 1H0**  
613-475-1630  
Zenith 34920

*Ontario County (Durham West) Office*  
Box 309  
**Uxbridge L0C 1K0**  
416-852-3328  
Zenith 64720

*Oxford County Office*

Box 666

**Woodstock N4S 7Z5**

519-537-6621

Zenith 99200

*Peel Office*

3 Elizabeth St. S.

**Brampton L6Y 1P7**

416-451-5474

Zenith 43350

*Perth County Office*

413 Hibernia St.

**Stratford N5A 5W2**

519-271-0280

Zenith 35050

*Peterborough County Office*

55 George St. N.

**Peterborough K9J 3G2**

705-745-2403

Zenith 16310

*Prescott County Office*

Box 110

**Plantagenet K0B 1L0**

613-673-5115

Zenith 48110

*Prince Edward County Office*

Box 470

**Picton K0K 2T0**

613-476-3224

Zenith 98750

*Rainy River District Office*

Front St.

**Emo P0W 1E0**

807-482-2310

Zenith 35050

*Renfrew County Office*

315 Raglan St. S.

**Renfrew K7V 1R6**

613-432-4841

Zenith 43350

*Russell County Office*

666 Rue Notre Dame

Box 540

**Embrun K0A 1W0**

613-443-3391

Zenith 47710

*Simcoe (North) County Office*

Box 340

**Elmvale L0L 1P0**

705-322-2231

Zenith 34920

*Simcoe (South) County Office*

Box 370

**Alliston L0M 1A0**

705-435-5521

Zenith 43340

*Stormont County Office*

Box 655, 109-11th St. W.

**Cornwall K6H 5T3**

613-933-1581

Zenith 38300

*Sudbury District Office*

1414 LaSalle Blvd.

**Sudbury P3A 1Z0**

705-566-1630

Zenith 73040

*Timiskaming District Office*

Box 'G'

**New Liskeard P0J 1P0**

705-647-6701

Zenith 16310

*Thunder Bay District Office*

Ont. Govt. Bldg.

435 James St. S.

**Thunder Bay P7E 6E3**

807-475-1631

Zenith 18210

*Victoria County Office*

322 Kent St. W.

**Lindsay K9V 2Z9**

705-324-6125

Zenith 97920

*Waterloo Office*  
279 Weber St. N.  
**Waterloo N2J 3H8**  
519-884-5390  
Zenith 46320

*Wellington County Office*  
Box 159  
**Fergus N1M 2W7**  
519-846-5371  
Zenith 18210

*Wentworth County Office*  
R.R.1  
**Ancaster L9G 3K9**  
416-527-2995  
Zenith 13510

*York Office*  
Newmarket Plaza  
**Newmarket L3Y 2N1**  
416-895-4519  
Zenith 59650



## MINISTRY OF THE ATTORNEY GENERAL

18 King St. E.

Toronto M5C 1C5

(Location Exceptions Noted)

The Ministry of Attorney General directs and supervises the administration of justice in Ontario. Its programs include provision of Crown legal service before all courts in Ontario, legal services for the government and its agencies, legislative services to cabinet ministers and members of provincial parliament, courts administration, guardian and trustee services and the protection of the legal rights of Ontario citizens.

### LEGISLATIVE COUNSEL

#### LEGISLATIVE COUNSEL SERVICES

ATT GEN 1

416-965-2841

Provides legislative advisory services to members of provincial parliament (MPP's), government ministers and ministries. Drafts *legislation* (bills and regulations); prepares the Statutes of Ontario (annual books of statutes) and the Revised Statutes of Ontario or RSO's (a consolidation of statutes, revised every ten years), and files and publishes regulations. For information on statutes, contact 965-2841; on regulations, contact 965-2854. Copies of legislation and bills can be obtained at the Ontario Government Bookstore, 880 Bay St., Toronto, 965-2054 or by writing to the Publications Centre, 880 Bay St., Toronto M7A 1N8.

#### FRENCH TRANSLATION BR

ATT GEN 2

863 Bay St.

Toronto M5S 1Z2

416-961-8710

French Translation Br is responsible for the *translation* of selected statutes and regulations into the French language and publishes the French translations of the *legislation*. Copies of translated legislation can be obtained at the Ontario Government Bookstore, 880 Bay St., Toronto, 965-2054 or by writing to the Publications Centre, 880 Bay St., Toronto M7A 1N8.

### POLICY PLANNING & INTERGOVERNMENTAL AFFAIRS DIVISION

#### COMMUNICATIONS BR

ATT GEN 3

416-965-9111

Provides information service for the Ministry of the Attorney General. Establishes communications policy for the Ministry and advises its branches on communications problems. Provides communications support to the Minister and the Deputy Minister. Activities include media liaison, answering public inquiries, producing and distributing publications, audio-visual materials and news releases.

#### FRENCH LANGUAGE SERVICES

ATT GEN 4

416-965-3870

*French Language Services Coordinator* coordinates the provision of *French Language Services* in the Ministry of the Attorney General.

## POLICY DEVELOPMENT DIVISION

POLICY DEVELOPMENT DIVISION  
416-965-2816

ATT GEN 5

Division functions include: *research* into and analysis of all aspects of the administration of justice in Ontario, continual review of the statutes administered by the Ministry, developing its legislative program, and advising the Attorney General and his Deputy on the progress of bills during *legislation*. Operates the Ministry *library* (965-4714) which serves the Crown Law Office and district and county crown attorneys. The library operates the Ministry *reading room* to provide public access to all Ministry publications, statutes, regulations and most manuals and internal procedures used by the Ministry.

## PROGRAMMES &amp; ADMINISTRATION DIVISION

ACCOUNTANT OF THE SUPREME COURT OF  
ONTARIO  
123 Edward St.  
Toronto M5G 1E2  
416-965-5596

ATT GEN 6

This office is the depository for all money, *mortgages* and *securities* which are paid into, or lodged with, the Supreme Court of Ontario. These monies, mortgages and securities are received, and disbursed or released pursuant to judgments and *orders* of the *Supreme Court of Ontario*, and in accordance with the *Judicature Act* and other relevant statutes. Where monies are in court to the credit of infants, this office administers the funds until the age of majority of the *children*.

AFFIRMATIVE ACTION PROGRAM  
416-965-7502

ATT GEN 7

The Affirmative Action Program Manager develops and coordinates the Ministry's affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

AUDIT SERVICES BR  
416-965-4223

ATT GEN 8

Responsible for the Ministry's audit functions which include review and appraisal of ministry accounting, financial and operational controls. The Branch also administers the Defaulted Fines Control Centre (part of the driver's licence suspension system established under the Highway Traffic Act) which is described separately.

DEFAULTED FINES CONTROL CENTRE  
416-965-3711

ATT GEN 9

The *Defaulted Fines Control Centre* monitors court orders suspending *drivers' licences* for non-payment of *fines* and provides information about the fine(s) which caused the suspension and procedures to clear it. The Centre may be contacted by telephone in Toronto at 965-3711 or by writing to 18 King St. E., 5th Flr., Toronto M5C 1C5.

## FINANCE & SERVICES BR

416-965-1291

ATT GEN 10

In addition to the usual financial management and accounting functions the Branch provides the Ministry with administrative services.

Accounting functions include payroll and expense account services, accounts payable, management of Ministry expenditures and revenues and financial liaison with Management Board, the Provincial Auditor and other government ministries and agencies.

Administrative services include purchasing of goods and services, printing and duplicating, mail and transportation services, records management, maintenance of policy and procedures manuals (e.g., Manual of Administration). The Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, and purchasing of commonly used supplies.

## INFORMATION & COMPUTER SYSTEMS BR

416-965-0467

ATT GEN 11

Provides a variety of systems development services related to the application of data processing and manual information systems. Assists the Ministry's program delivery areas through project management, feasibility studies and systems analysis, design and programming, including evaluation of computer software and hardware alternatives. Provides data collection and dissemination services to the Ministry.

## NATIVE COURT WORKER PROGRAM

Ontario Federation of Indian Friendship Centres  
234 Eglinton Ave. E.  
Toronto M4P 1K5  
416-484-1411

ATT GEN 12

The Native Court Worker Program was initiated in 1972 by the Province of Ontario and the federal government to meet the needs of *Native peoples* who may be at a disadvantage when appearing before the *courts*. The *Ontario Federation of Indian Friendship Centres* is responsible for operating the program in 27 court worker offices throughout the province. To locate a court worker, contact the nearest Indian or Native Friendship Centre.

## PERSONNEL MANAGEMENT BR

416-965-2552

ATT GEN 13

Performs the *personnel* functions for the Ministry of the Attorney General. The Branch works mainly in an advisory capacity with all line managers who have primary responsibility for all personnel matters within their units. It is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all ministry employees, staff recruitment, employee counselling, the investigation of employee grievances and all matters affecting working conditions and performance. Maintains the Ministry's personnel, payroll and employee benefit records. Provides liaison between the Ministry and Civil Service Commission, Management Board and the Ontario Public Service Employees Union (OPSEU). The Branch coordinates the Ministry's *youth employment* program (965-6217).



## PLANNING & EVALUATION BR

416-965-6618

ATT GEN 14

Advises and assists Ministry program managers in developing and implementing *performance measurement* systems to ensure full use of resources and good service delivery through improved management and planning processes.

## COURTS ADMINISTRATION DIVISION

### COURTS ADMINISTRATION PROGRAM

416-965-5184

ATT GEN 15

*Courts Administration Program* manages the Civil and Criminal courts in Ontario and is involved with the implementation of *French language services* in Ontario courts. Ensures the provision of adequate *administrative services* to county and district courts, *Surrogate Court* and *Supreme Court of Ontario* offices, including direction to *sheriffs* and *bailiffs*, court registrars and clerks (965-1524). Manages *small claims courts* and provides direction to *small claims courts* bailiffs and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides *courts* and office *accommodation* planning (965-8453). Handles court *reporting* services (965-2399). Regulates appointments of *justices of the peace*, *notaries public* and *commissioners of oaths* or *affidavits* (965-2848).

### INQUIRY MANAGEMENT & APPOINTMENTS BR

416-965-7503

ATT GEN 16

Assists *royal commissions* and *judicial inquiries* with logistical problems and advises them on administration and operational guidelines. Administers the *Blind Persons' Rights Act*: *blind* persons shall not be denied *accommodation*, services or facilities or experience *discrimination* because they keep or are being accompanied by a guide *dog*. The Branch issues an identification card with a picture of the *blind* person and the *dog*, upon written application, as proof of entitlement to the provisions of the act. The Branch coordinates activities relating to the *Public Institutions Inspection Act* which provides that a public institutions inspection panel composed of seven people, selected, sworn and their attendance recorded in the same manner as a jury panel, is convened twice a year. The panel inspects institutions funded by the Province and submits its report to a judge sitting in open court. Administers the Justice of the Peace, Notary Public, and Commissioner for taking Affidavits appointment programmes.

## CRIMINAL LAW DIVISION

### DIRECTOR OF CROWN ATTORNEYS

416-965-5879

ATT GEN 17

The Director of Crown Attorneys supervises and coordinates the activities of the *crown attorneys* in the 49 counties and districts of the province (listed under Ministry of the Attorney General, Ontario Courts, ATT GEN 40). The Director provides consultation with crown attorneys on particular *criminal* matters and is responsible for the hiring of Crown Attorneys staff.

### CROWN ATTORNEYS SYSTEM

416-965-4377

ATT GEN 18

The crown attorneys are responsible for the conduct of prosecutions of *offences* in their



county or district under the *Criminal Code of Canada* and other federal statutes such as the *Juvenile Delinquents Act*. They also conduct prosecutions under such provincial statutes as the *Highway Traffic Act* and the *Liquor Licence Act*. The crown attorneys and their assistants exercise the Attorney General's discretionary powers with respect to prosecutions. They choose the appropriate charge on which to proceed, consider the release of prisoners pending trial, and conduct *trials* at all levels of court.

The crown attorneys also watch over private summary conviction prosecutions and intervene if the interests of the community require it. They represent the Crown in all summary conviction *appeals* held in the county or district courts. The crown attorneys act as counsel to the *coroners* during *inquests* and advise and inform the *police*, *lawyers* and the public on general matters related to the administration of justice.

The crown attorneys are also *clerks of the peace*. Clerks of the peace act as clerk of the county court judge's criminal courts and courts of general sessions of the peace. They retain court exhibits prior to trial; certify court documents; retain indictments and other court records; prepare court orders and subpoenas; prepare probation orders; examine applicants for licences for bailiffs and assistant bailiffs; prepare bail estreat lists and resulting writs of *fifa*; hold bail monies for disposition; investigate complaints against bailiffs and report results to CCR Registrar of Bailiffs; and collect fines imposed in the county courts.

Crown attorneys are listed in alphabetical order by county or district under the Min. of the Attorney General, Ontario Courts entry, ATT GEN 40.

#### CROWN LAW OFFICE CRIMINAL LAW

ATT GEN 19

16-965-0650

is responsible for the preparation and argument of all *criminal appeals* in indictable offences in the province, whether the Crown is the respondent or the appellant. Conducts special prosecutions. The Branch deals with the judiciary, crown attorneys, the police and the public.

#### METRO TORONTO FORENSIC SERVICE

ATT GEN 20

1001 Queen St. W.

Toronto M6G 1H4

16-535-8501

performs *psychiatric* assessments of persons who have been arrested due to *criminal* offences and are suspected of being *mentally ill*. Examinations are ordered by the court and conducted prior to bail. Also assesses and treats those persons who have demonstrated signs of mental illness while in jail awaiting trial. *METFORS* is funded by the Ministry of the Attorney General, staffed by professionals in the field and run by a board of representatives from the *Clarke Institute of Psychiatry* and the Ministries of the Attorney General, Health and Correctional Services. Located at 1001 Queen St. W. it primarily serves courts within the Judicial District of York; at times some cases are accepted from elsewhere.

#### RACIAL ATTACK ADVICE SERVICE

ATT GEN 21

16-366-3080

*Racial Attack Advice Service* provides advice by telephone to victims of racially-motivated *criminal offences*, including physical assaults where the police have not laid charges. Lawyers inform callers of their right to lay charges and the procedure to follow.

## CIVIL LAW DIVISION

## COMMON LEGAL SERVICES

ATT GEN 22

416-965-2535

Common Legal Services is responsible for provision of *lawyers* to the ministries of the Ontario government. Coordinates and assists in general legal advice to these ministries. This office also functions as Chief Inquiry Officer under the *Expropriations Act*, appointing and providing liaison with inquiry officers throughout the province who hear concerns from the public on specific *expropriation* cases.

## CROWN LAW OFFICE CIVIL LAW

ATT GEN 23

416-965-2831

Provides the Ontario government with civil *litigation* in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all government ministries, agencies and tribunals on a variety of subjects involving interpretation of provincial *legislation*. Examines applications for *judicial review* to determine if an intervention will be made on behalf of the Attorney General. Deals with claims for and against the Crown. Answers inquiries from the public on statutes administered by this Ministry. Acts for the *Queen's Proctor* in *divorce* matters.

## CROWN LAW OFFICE CONSTITUTIONAL LAW

ATT GEN 24

416-965-6271

Advises all ministries on *constitutional* questions and reviews all *litigation* in Ontario courts and in the Supreme Court of Canada in which constitutional questions are raised. Where advisable, Division counsel appear in such litigation to represent the Attorney General as a party or intervenor, or to represent the concerned Ministry, as the case may be.

## FAMILY LAW REFORM ACT 1978

ATT GEN 25

*Family Law Reform Act*, 1978 is intended to encourage and strengthen the role of the family in Ontario. It recognizes marriage as an equal partnership with each partner entitled to equitable division of assets and having equal responsibilities for the *support* of family dependants. The Act extends the rights and obligations of spousal *support* and child custody to certain couples who have cohabited in common law unions. Those who want to make their own arrangements and to opt out of the scheme proposed by the Act may enter into domestic *contracts*. Under a companion statute, the *Children's Law Reform Act*, the status of *children* is improved by the abolition of the legal concept of illegitimacy. Copies of a pamphlet and a booklet with some detailed explanation of the law including a copy of the Act, are available from the Ontario Government Bookstore at 880 Bay St., Toronto; or by writing to the Publications Centre, 880 Bay St., Toronto Ontario, M7A 1N8.

## OFFICIAL GUARDIAN BR

ATT GEN 26

180 Dundas St. W.

Toronto M5G 1E4

416-965-1865

The *Official Guardian* represents the civil rights of persons under a legal disability usually *children* under 18 years of age or the *mentally incompetent*, as well as *unborn* and ab

entee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of *children in divorce* cases, and provides legal representation for children in protection and custody cases.

#### PUBLIC TRUSTEE BR

ATT GEN 27

45 Queen St. W.  
Toronto M5H 2N8  
16-362-1331

The *Public Trustee Br* manages *estates of mentally incompetent* persons (mainly those in *psychiatric* hospitals and facilities for the *retarded*). The Public Trustee may be appointed Administrator of *estates* of Ontarians who die *intestate* without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. The Public Trustee may also be appointed executor under a will. The Public Trustee is authorized to accept private trusts, powers of attorney, etc. Advises *charitable organizations* of legacies from *will*s and reviews operations of charities. Receives in trust assets of *corporations* undergoing dissolution. Authorized to receive funds in trust for perpetual care of *cemeteries*.

#### COURTS

##### SUPREME COURT OF ONTARIO

ATT GEN 28

10 Queen St. W.  
Toronto M5H 2N5  
16-363-4101

The *Supreme Court of Ontario* consists of two divisions: the *High Court of Justice*, the trial division, and the *Ontario Court of Appeal*, which hears only *appeals* and is the highest court in the province. With certain exceptions, parties before the High Court may demand a trial by judge and *jury*. The *Divisional Court* is a division of the High Court with jurisdiction to hear certain *appeals*. The *Family Law Division* of the High Court (1965-1978) handles *trials* of *divorce* actions and motions relating to disputes between husband and wife or parents and *children*, e.g., infant custody maintenance and/or *support*. There is a local office of the Supreme Court in every county or district (see list under the Ontario Courts entry, Ministry of the Attorney General, ATT GEN 40). The Divisional Court and Court of Appeal sit primarily in Toronto.

##### SUPREME COURT OF ONTARIO MASTER'S

ATT GEN 29

OFFICE  
15 Queen St. W.  
Toronto M5H 2N7  
45-965-5578

The *masters* are judicial officers of the *Supreme Court of Ontario* who have jurisdiction to consider certain applications in proceedings in the Supreme Court. One of their tasks is the taxing or reviewing of lawyers' bills. Clients wanting to challenge fees charged by lawyers must go, with a copy of the bill, to the Supreme Court of Ontario within 30 days of receiving the bill or ask a judge for a time-extension. If the complaint is justified, the judge will issue an order to have the bill taxed. To initiate proceedings or launch *appeals* on a taxing officer's decision, contact: in Toronto, Weekly Court, Supreme Court of Ontario, 145 Queen St. W., Toronto M7H 2N7, 965-5541; in Ottawa, the Local Master, Supreme Court of Ontario, 2 Daly Ave., Ottawa K1N 6E2, 613-566-3751; in other areas,



the Local Registrar of the Supreme Court of Ontario (listed under Ontario Courts, Ministry of the Attorney General, ATT GEN 40).

#### SUPREME COURT OF ONTARIO REGISTRAR'S OFFICE

ATT GEN 30

130 Queen St. W.  
Toronto M5H 2N5  
416-965-5544

*Supreme Court of Ontario Registrar's Office*, Judicial District of York handles inquiries regarding cases commenced in this district, e.g. *Bankruptcy* (965-5573). For listing of *divorce* cases for *trials* contact 965-7419; for cases other than *divorce* contact 965-7416. The Office provides certified copies of court *documents*, e.g., final *divorce* decree (965-5563). Outside this Judicial District contact county or district Supreme Court Registrar. Although *divorce* and *bankruptcy* cases are filed with the provincial Supreme Court, these are governed by federal laws, the Canada Divorce Act and the Canada Bankruptcy Act, respectively. Questions about legal rights or requests for advice should be referred to a lawyer.

#### SUPREME COURT OF ONTARIO REPORTER'S OFFICE

ATT GEN 31

500 University Ave., Ste. 716  
Toronto M5G 1W4  
416-965-2824

*Supreme Court of Ontario Reporter's Office* supplies shorthand reporters who provide verbatim *reporting* services for the sittings of all *trials* in the Supreme Court of Ontario throughout the province. Also provides written *transcripts* of proceedings. With rare exceptions, court transcripts are available to anyone, for a fee. The Reporter's Office serves only the Supreme Court of Ontario; lower courts have their own staff.

#### SURROGATE COURT

ATT GEN 32

361 University Ave.  
Toronto M5G 1X9  
416-965-7314

*Surrogate Court* probates *wills* of persons who die *testate* (with a will), and letters of administration of persons who die *intestate* (without a will). Issues letters of *guardianship* of persons and/or the *estates* of *children*. Processes applications for the custody of *children*. The Surrogate Court also handles contested claims against *estates*, will *trials*, applications under the *Succession Law Reform Act* and *Proof in Solemn Form of Lost Wills*. Contact local Surrogate Court Registrar listed alphabetically by county or district under the Ontario Courts entry, Ministry of the Attorney General, ATT GEN 40.

#### COUNTY & DISTRICT COURTS

ATT GEN 33

400 University Ave.  
Toronto M5G 1S5

*County and district courts* have jurisdiction in both *criminal* cases and civil cases, including *divorce*. In civil cases any amount in excess of \$1000 may be claimed but the defendant can ask that the action be moved into the *Supreme Court of Ontario* if the amount is over \$7500. Statutes under which the courts handle proceedings include: *Landlord and Tenant Act*, *Change of Name Act*, *Unconscionable Transactions Relief Act* (excessive costs)



of loans) and *Mental Incompetency Act*. Persons rarely appear without legal counsel. In many cases either party may require trial by judge and jury. *Criminal* jurisdiction involves handling of *trials*, with or without *jury*, of all indictable offences with the exception of murder, piracy on the high seas and sedition.

*Sheriffs* in judicial districts and counties carry out the *orders* of the county and Supreme courts of Ontario and summon jurors for *jury* duty in these courts. Register and execute *writs* of execution (*fieri facias* or *fifa*) and serve *documents* on behalf of members of the legal profession and the public. Sheriffs also call the court to order and are in charge of the *county court house* (e.g., maintenance, security, etc.).

To locate a county or district court, see list under Ontario Courts, Ministry of the Attorney General, ATT GEN 40. In the list, county and district courts are headed 'Sheriff-County (or District) Court' and are arranged alphabetically by county or district.

## PROVINCIAL COURTS CRIMINAL DIVISION

ATT GEN 34

60 Queen St. W.  
Toronto M5H 2M4

The Provincial Courts Criminal Division are presided over by judges appointed by the Lieutenant-Governor-in-Council. The Provincial Court Criminal Division renders the final disposition in approximately 95% of all cases under the *Criminal Code of Canada* and other federal statutes.

A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the Supreme Court of Ontario may elect to be tried before a Provincial Court judge or before a county or district court judge sitting either alone or with a jury. For *bail* procedures to release a person from custody, contact a justice of the peace of the appropriate court branch, or in Toronto, the Bail Office, at 965-7522.

Civil *marriages* are performed by justices of the peace and judges by special appointment only. In Toronto, civil marriages are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

The Provincial Court (Criminal Division) holds sittings on a regular basis at approximately 140 locations throughout the province; a list showing the Court addresses and telephone numbers appears under Ministry of Attorney General, Ontario Courts, ATT GEN 40.

## PROVINCIAL COURTS PROVINCIAL OFFENCES COURTS

ATT GEN 35

The Provincial Offences Court was created by an amendment to the *Provincial Courts Act* effective March 31, 1980. This court is presided over by provincial judges and justices of the peace who render the final disposition in respect of *offences* under the Statutes of Ontario and *municipal* by-laws, excluding parking infractions.

The *Provincial Offences Act* replaces the *Summary Convictions Act* for the prosecution of all provincial offences, (e.g., those under the *Highway Traffic Act*) and municipal by-laws, excluding parking infractions. This Act provides a procedure for dealing with minor offences. The person charged may choose one of three options: a payment out of court, a plea of not guilty, or a plea of guilty with explanation. The Act also provides for proceed-

ings to be brought to court for more serious offences. Parking infractions continue under the Summary Convictions Act (for the present).

For questions about payment of *parking* tags issued by municipal police, contact the police directly since payment procedures vary throughout the province. Parking tags issued by the Metro Toronto Police are payable at any court office in Metro, or any bank in the province.

For inquiries on payment of *fines* following conviction and *driver's licence* suspension for non-payment of fines, call the Provincial Court, Criminal Division; in Toronto, call, 965-7537.

The Provincial Offences Court holds sittings on a regular basis at approximately 140 locations throughout the province. Addresses are the same as for the Provincial Courts (Criminal Division) and are listed under Min of Attorney General Ontario Courts, ATT GEN 40.

## PROVINCIAL COURTS FAMILY DIVISION

ATT GEN 36

Chief Judges Office  
700 Bay St.  
Toronto M5G 1Z6  
416-965-3214

*Provincial Courts Family Division* deal with domestic relations law (custody of *children*, *support* orders for spouses, infants and destitute parents, and exclusive possession of a *matrimonial home*); child welfare (child protection and *adoption*); and *juvenile delinquency* (children between 7 and 16 years of age charged with *criminal* or regulatory offences). Provincial Judges who ordinarily preside over the Provincial Courts (Family Division) reconstitute their Courts as the *Provincial Courts (Criminal Division)* to try various intra-familial crimes (e.g., *incest*, *family assaults*).

Child protection proceedings are usually initiated by local children's aid societies. Police usually lay charges of *juvenile delinquency*, but any private citizen may lay a charge and prosecute.

There is a Court in each County, District or Judicial District, except for the Judicial District of Hamilton-Wentworth (see list under Ontario Courts, Ministry of the Attorney General, ATT GEN 40).

## PROVINCIAL COURTS CIVIL DIVISION

ATT GEN 37

*Provincial Courts Civil Division* replaces the *small claims* court in Toronto under a new system effective June 30th 1980. Courts will be able to handle claims up to \$3000 and sit in the evenings. Lawyers' fees will be limited to \$300. This system will be in effect until January 1, 1983, when it will be assessed and possibly extended to the whole province. For information on small claims courts in other parts of the province, see the Ministry's Small Claims Courts entry, ATT GEN 38.

## SMALL CLAIMS COURTS

ATT GEN 38

*Small Claims Courts* provide a convenient and inexpensive way of settling disputes over goods and services and collecting outstanding *debts* involving claims of up to \$1000. Procedures are informal; lawyers are not required although their services may be used. Court staff may assist in entering or defending a claim. (In Toronto, the Provincial Courts Civil Division is replacing the small claims court at present. See the entry under

Min of the Attorney General, Provincial Courts Civil Division.) The small claims courts are listed alphabetically by county or district under the Ontario Courts entry, Ministry of the Attorney General, ATT GEN 40.

# SMALL CLAIMS COURTS REFEREES

ATT GEN 39

Judicial District of York & York Region

College Park, 444 Yonge St.

Toronto M5B 2H4

416-965-5591

*Referees of the Small Claims Courts* assist people with counselling on problems with debts, particularly with *summonses* and garnishments of *wages* before and after judgment. Those wanting this service must telephone for an appointment and bring complete information regarding income, expenses, debts and creditors.

There is a small claims court referee in each of the following judicial districts or counties: Algoma (located in Elliot Lake and Sault Ste. Marie), Cochrane (Timmins), Hamilton-Wentworth (Hamilton), Ottawa-Carleton (Ottawa), Middlesex (London), Sudbury (Sudbury), Thunder Bay (Thunder Bay), Timiskaming (Haileybury) and York & York Region (Toronto). For addresses and telephone numbers, see small claims court listings under Ontario Courts, Ministry of the Attorney General, ATT GEN 40.

# ONTARIO COURTS

ATT GEN 40

Ontario is administratively divided into judicial counties or districts. Below is a list of courts, grouped by the judicial counties or districts in which they are located. Courts are also listed in the blue pages of all telephone directories.

## ALGOMA DISTRICT

*Provincial Court (Criminal)*

P.O. Box 187

**Bruce Mines P0R 1C0**

705-785-3767

*Provincial Court (Criminal)*

45 Hillside Drive N.

**Elliot Lake P5A 1X5**

705-848-2500

*Eighth Small Claims Court*

10 West Cul de Sac

**Elliot Lake P5A 1B2**

705-848-2383

*Crown Attorney*

Court House

**Sault Ste. Marie P6A 5M8**

705-949-4440

*Sheriff-District Court*

Court House

P.O. Box 550

**Sault Ste. Marie P6A 5M8**

705-253-3261

*Local Registrar-Supreme Court*

*District Court Clerk*

*Surrogate Registrar*

Court House

**Sault Ste. Marie P6A 5M8**

705-254-6911

*Provincial Court (Criminal)*

Court House, P.O. Box 550

**Sault Ste. Marie P6A 1Z7**

705-254-6897

*Provincial Court (Family)*

Court House, P.O. Box 550

473 Queen St. E., Ste. 100

**Sault Ste. Marie P6A 1Z5**

705-253-3288

*First Small Claims Court*  
Court House  
**Sault Ste. Marie P6A 5M8**  
705-253-5141

*Third Small Claims Court*  
Box 251  
11 Queen St.  
**Thessalon P0R 1L0**  
705-842-3642

*Fourth Small Claims Court*  
Box 756  
**Wawa P0S 1K0**  
705-856-2872

## **BRANT COUNTY**

*Crown Attorney*  
Court House  
**Brantford N3T 2L9**  
519-752-3704

*Local Registrar-Supreme Court*  
Court House  
**Brantford N3T 2L9**  
519-752-7828

*Sheriff-County Court*  
Court House  
**Brantford N3T 2L9**  
519-752-5941

*Provincial Court (Criminal)*  
102 Wellington Sq.  
**Brantford N3T 2M2**  
519-753-3121

*Provincial Court (Family)*  
City Hall, 2nd Flr.  
100 Wellington Sq.  
**Brantford N3T 2M2**  
519-752-6550/59

*First Small Claims Court*  
34 Market St.  
**Brantford N3T 2Z5**  
519-753-0451

## **BRUCE COUNTY**

*Fifth Small Claims Court*  
Box 1621  
**Port Elgin N0H 2C0**  
519-832-2253

*Crown Attorney*  
Court House  
P.O. Box 460  
**Walkerton N0G 2V0**  
519-881-0432

*Sheriff-County Court*  
Court House  
**Walkerton N0G 2V0**  
519-881-1772

*Local Registrar-Supreme Court*  
*County Court Clerk*  
*Surrogate Registrar*  
Court House  
**Walkerton N0G 2V0**  
519-881-0211

*Provincial Court (Criminal)*  
P.O. Box 39  
**Walkerton N0G 2V0**  
519-881-2333

*Provincial Court (Family)*  
Court House  
P.O. Box 578  
**Walkerton N0G 2V0**  
519-881-0613

*First Small Claims Court*  
Court House  
Box 430  
**Walkerton N0G 2V0**  
519-881-0211

*Eighth Small Claims Court*  
Box 514  
**Wiarton N0H 2T0**  
519-534-1714



# COCHRANE DISTRICT

*Sheriff-County Court*  
Court House  
**Cochrane P0L 1C0**  
705-272-4256

*Local Registrar-Supreme Court*  
*District Court Clerk*  
*Surrogate Registrar*  
P.O. Box 638  
**Cochrane P0L 1C0**  
705-272-4186

*Provincial Court (Criminal & Family)*  
P.O. Box 2069  
**Cochrane P0L 1C0**  
705-272-4358

*First Small Claims Court*  
Box 1360  
**Cochrane P0L 1C0**  
705-272-4151

*Sixth Small Claims Court*  
Box 369  
**Iroquois Falls P0K 1E0**  
705-232-4374

*Crown Attorney*  
No. 2, Drury St.  
**Kapuskasing P5N 1K8**  
705-335-6184

*Fourth Small Claims Court*  
Box 182  
**Kapuskasing P5N 2Y3**  
705-335-6383

*Crown Attorney*  
230A First Ave.  
**Timmins P4N 1H5**  
705-264-5234

*Local Registrar-Supreme Court*  
48 Spruce St. N.  
**Timmins P4N 6M7**  
705-267-1449

*Provincial Court (Criminal)*  
The 101 Mall, Ste. 125  
38 Pine St. N.  
**Timmins P4N 6K6**  
705-264-2376

*Provincial Court (Family)*  
The 101 Mall, 2nd Flr.  
38 Pine St. N.  
**Timmins P4N 6K6**  
705-264-5228

*Second Small Claims Court*  
47 Pine St. S.  
**Timmins P4N 2J9**  
705-264-3808

# DUFFERIN COUNTY

*Crown Attorney*  
Provincial Court Office  
75 First St.  
**Orangeville L9W 2E7**  
519-941-4471

*Local Registrar-Supreme Court*  
*County Court Clerk*  
*Surrogate Registrar*  
*Sheriff-County Court*  
51 Zina St.  
**Orangeville L9W 1E5**  
519-941-4744

*Provincial Court (Criminal & Family)*  
75 First St., 2nd Flr.  
**Orangeville L9W 2E7**  
519-941-5802

*First Small Claims Court*  
21 First St.  
**Orangeville L9W 2C8**  
519-941-1392

*Second Small Claims Court*  
R. R. #1  
**Shelburne L0N 1S0**  
519-925-5040

## JUDICIAL DISTRICT OF DURHAM

### *Provincial Court (Criminal)*

50 Centre St. S., 8th Flr.

**Oshawa L1H 3Z8**

416-723-5251

### *Provincial Court (Family)*

44 Bond St. W.

P.O. Box 2216

**Oshawa L1G 6R2**

416-728-1623/4

### *Eighth Small Claims Court*

Box 474, Station A

King & Park Plaza

249 King St. W.

**Oshawa L1H 7L5**

416-723-9332

### *Crown Attorney*

Court House

P.O. Box 448

605 Rossland Rd. E.

**Whitby L1N 5S4**

416-668-8873

### *Sheriff-District Court*

Court House

P.O. Box 446

605 Rossland Rd. E.

**Whitby L1N 5S4**

416-668-6808

### *Local Registrar-Supreme Court*

*County Court Clerk*

*Surrogate Registrar*

Court House

P.O. Box 447

605 Rossland Rd. E.

**Whitby L1N 5S4**

416-668-8845

### *First Small Claims Court*

400 Dundas St. W.

Ste. 205, P.O. Box 386

**Whitby L1N 5S4**

416-668-3624

### *Third Small Claims Court*

8 Brock St. W., P.O. Box 340

**Uxbridge L0C 1K0**

416-852-7113

## ELGIN COUNTY

### *Crown Attorney*

Administration of Justice Bldg.

30 St. Catharines St.

**St. Thomas N5P 2V8**

519-631-1506

### *Local Registrar-Supreme Court*

*County Court Clerk*

*Surrogate Registrar*

*Sheriff-County Court*

Court House

4-8 Wellington St.

**St. Thomas N5R 2P2**

519-631-3530

### *Provincial Court (Criminal)*

P.O. Box 267

**St. Thomas N5P 3T9**

519-633-1230

### *Provincial Court (Family)*

P.O. Box 327

**St. Thomas N5P 3T9**

519-633-2160/69

### *First Small Claims Court*

2 Wellington St.

**St. Thomas N5R 2P2**

519-631-1241

## ESSEX COUNTY

### *Second Small Claims Court*

1389 Front Road S.

**Amherstburg N9V 2M5**

519-736-2667

### *Third Small Claims Court*

24 Thorncrest, Box 40

**Kingsville N9Y 2E8**

519-733-2633

*Crown Attorney*  
Ste. 610, West Court Place  
251 Goyeau St.  
**Windsor N9A 6V2**  
519-253-1104

*Sheriff-County Court*  
County Court House  
245 Windsor Ave.  
**Windsor N9A 1J2**  
519-252-7209

*Local Registrar-Supreme Court*  
County Court Clerk  
Surrogate Registrar  
Court House  
245 Windsor Ave.  
**Windsor N9A 1J2**  
519-254-1159

*Provincial Court (Criminal)*  
P.O. Box 607  
**Windsor N9A 6N4**  
519-254-2591

*Provincial Court (Family)*  
250 Windsor Ave., 4th Flr.  
**Windsor N9A 6V5**  
519-254-2871

*Seventh Small Claims Court*  
744 Ouellette Ave.  
**Windsor N9A 1C3**  
519-258-8751

## FRONTENAC COUNTY

*Crown Attorney*  
Court House  
**Kingston K7L 2N4**  
613-544-4511

*Sheriff-County Court*  
Court House  
**Kingston K7L 2N4**  
613-548-3291

*Local Registrar-Supreme Court*  
County Court Clerk  
Surrogate Registrar  
Court House  
**Kingston K7L 2N4**  
613-548-4484

*Provincial Court (Criminal)*  
P.O. Box 400  
181 Barrie St.  
**Kingston K7L 4W2**  
613-546-6687

*Provincial Court (Family)*  
P.O. Box 981  
469 Montreal St.  
**Kingston K7L 4X8**  
613-544-3223

*First Small Claims Court*  
Court House  
**Kingston K7L 2N4**  
613-548-8248

*Sixth Small Claims Court*  
**Sharbot Lake K0H 2P0**  
613-279-2142

## GREY COUNTY

*Second Small Claims Court*  
R.R. #3, Box 103  
**Durham N0G 1R0**  
519-369-3505

*Third Small Claims Court*  
Box 632  
**Meaford N0H 1Y0**  
519-538-1014

*Crown Attorney*  
Court House  
595 9th Ave. E.  
**Owen Sound N4K 3E3**  
519-376-3199

*Sheriff-County Court*  
Court House  
595 9th Ave. E.  
**Owen Sound N4K 3E3**  
519-376-7535

*Local Registrar-Supreme Court*  
*County Court Clerk*  
*Surrogate Registrar*  
Court House  
595 9th Ave. E.  
**Owen Sound N4K 3E3**  
519-376-1461

*Provincial Court (Criminal)*  
1133 2nd Ave. E.  
P.O. Box 233  
**Owen Sound N4K 5P3**  
519-376-0185

*Provincial Court (Family)*  
P.O. Box 206  
**Owen Sound N4K 5P3**  
519-371-1313

*First Small Claims Court*  
880 2nd Ave. E.  
**Owen Sound N4K 2H3**  
519-376-6659

## JUDICIAL DISTRICT OF HALDIMAND

*Local Registrar-Supreme Court*  
*County Court Clerk*  
*Surrogate Registrar*  
*Sheriff-District Court*  
Court House  
Box 70  
**Cayuga N0A 1E0**  
416-772-5352

*Provincial Court (Criminal & Family)*  
P.O. Box 399  
**Cayuga N0A 1E0**  
416-772-3818

*Crown Attorney*  
Court House  
**Dunnville N1A 1N4**  
416-774-7451

*Third Small Claims Court*  
205 Cross St. W.  
**Dunnville N1A 1N4**  
416-774-5859

## JUDICIAL DISTRICT OF HALTON

*Provincial Court (Criminal)*  
760 Brant St.  
**Burlington L7R 4B7**  
416-632-8811

*Sixth Small Claims Court*  
548 Locust St., Box 384  
**Burlington L7R 3Y3**  
416-632-0680

*Crown Attorney*  
Court House  
491 Steeles Ave. E.  
**Milton L9T 1Y7**  
416-878-7291

*Sheriff-District Court*  
Court House  
491 Steeles Ave. E.  
**Milton L9T 1Y7**  
416-878-7285

*Local Registrar-Supreme Court*  
*County Court Clerk*  
*Surrogate Registrar*  
Court House  
491 Steeles Ave. E.  
**Milton L9T 1Y7**  
416-878-7281

*Provincial Court (Family)*  
Court House  
491 Steeles Ave. E.  
**Milton L9T 1Y7**  
416-878-7268

*Provincial Court (Criminal)*  
491 Steeles Ave. E.  
**Milton L9T 1Y7**  
416-878-4165



*First Small Claims Court*  
Court House  
491 Steeles Ave. E.  
**Milton L9T 1Y7**  
416-878-6771

*Provincial Court (Criminal)*  
P.O. Box 97  
**Oakville L6J 4Z5**  
416-845-6601

*Second Small Claims Court*  
487 Kerr St.  
**Oakville L6K 3C6**  
416-845-7941

# JUDICIAL DISTRICT OF HAMILTON- WENTWORTH

*Crown Attorney*  
Court House  
50 Main St. E.  
**Hamilton L8N 1E9**  
416-528-8774

*Sheriff-District Court*  
Court House  
50 Main St. E.  
**Hamilton L8N 1E9**  
416-522-1318

*Local Registrar-Supreme Court*  
*County Court Clerk*  
*Surrogate Registrar*  
Court House  
50 Main St. E.  
**Hamilton L8N 1E9**  
416-528-6708

*Provincial Court (Criminal)*  
25 Main St. E.  
**Hamilton L8N 1G4**  
416-525-1840

*County & District Courts*  
*Unified Family Courts*  
100 James St. S.  
**Hamilton L8P 2Z3**  
416-525-1550

*First Small Claims Court*  
P.O. Box 680  
**Hamilton L8N 3M6**  
416-522-9063

*First Small Claims Court*  
Court House  
50 Main St. E.  
**Hamilton L8N 1E9**  
416-527-0851

# HASTINGS COUNTY

*Twelfth Small Claims Court*  
Box 36  
**Bancroft K0L 1C0**  
613-332-3237

*Crown Attorney*  
235 Pinnacle St.  
**Belleville K8N 3A9**  
613-962-0772

*Local Registrar-Supreme Court*  
*County Court Clerk*  
*Surrogate Registrar*  
*Sheriff-County Court*  
235 Pinnacle St.  
**Belleville K8N 3A9**  
613-962-9106

*Provincial Court (Criminal)*  
15 Victoria Ave., 1st Flr.  
**Belleville K8N 1Z5**  
613-962-3468

*Provincial Court (Family)*  
Century Place  
Ste. 402, P.O. Box 906  
**Belleville K8N 5B6**  
613-968-6759

*First Small Claims Court*  
117 Front St.  
**Belleville K8N 2Y6**  
613-962-2300

*Sixth Small Claims Court*  
108 Forsyth St.  
**Marmora K0K 2M0**  
613-472-2501

*Ninth Small Claims Court*  
80 Division St.  
**Trenton K8V 5S5**  
613-392-1655

**HURON COUNTY**

*Fifth Small Claims Court*  
354 Edward St., Box 399  
**Exeter N0M 1S0**  
519-235-2781

*Crown Attorney*  
Court House  
1 Court House Sq.  
**Goderich N7A 1M2**  
519-524-9272

*Local Registrar-Supreme Court*  
*County Court Clerk*  
*Surrogate Registrar*  
*Sheriff-County Court*  
Court House  
1 Court House Sq.  
**Goderich N7A 1M2**  
519-524-7322

*Provincial Court (Criminal)*  
Court House  
1 Court House Sq.  
**Goderich N7A 1M2**  
519-524-9342

*Provincial Court (Family)*  
Court House  
1 Court House Sq.  
**Goderich N7A 1M2**  
519-524-6742

*First Small Claims Court*  
158 Keays St., Box 1  
**Goderich N7A 3N2**  
519-524-7112

*Eighth Small Claims Court*  
351 Leopold St., Box 1  
**Wingham N0G 2W0**  
519-357-1196

**KENORA DISTRICT**

*Provincial Court (Criminal & Family)*  
479 Government St.  
P.O. Box 3000  
**Dryden P8N 3B3**  
807-223-2348

*Crown Attorney*  
479 Government St.  
P.O. Box 3000  
**Dryden P8N 3B5**  
807-223-3351

*Third Small Claims Court*  
54 Eagle Dr., Box 636  
**Dryden P8N 2C9**  
807-223-2613

*Crown Attorney*  
Court House  
**Kenora P9N 1S4**  
807-468-8292

*Local Registrar-Supreme Court*  
*District Court Clerk*  
*Surrogate Registrar*  
*Sheriff-District Court*  
Court House  
**Kenora P9N 1S4**  
807-468-6270

*Provincial Court (Criminal)*  
Court House  
**Kenora P9N 1S4**  
807-468-6132

*Provincial Court (Family)*  
Court House  
Water St.  
**Kenora P9N 1S4**  
807-468-3353

*First Small Claims Court*  
Court House  
**Kenora P9N 1S4**  
807-468-6270

*Fifth Small Claims Court*  
Box 226  
**Red Lake P0V 2M0**  
807-727-2767

## KENT COUNTY

*Crown Attorney*  
Court House  
21 Seventh St., 4th Flr.  
**Chatham N7M 4K1**  
519-352-2141

*Sheriff-County Court*  
Court House  
21 Seventh St., 3rd Flr.  
**Chatham N7M 4K1**  
519-352-7740

*Local Registrar-Supreme Court*  
*County Court Clerk*  
*Surrogate Registrar*  
Court House  
21 Seventh St., 3rd Flr.  
**Chatham N7M 4K1**  
519-354-4450

*Provincial Court (Criminal)*  
21 Seventh St.  
**Chatham N7M 4K1**  
519-352-9070

*Provincial Court (Family)*  
21 Seventh St., 1st Flr.  
**Chatham N7M 4K1**  
519-354-0622

*First Small Claims Court*  
21 Seventh St., Box 205  
**Chatham N7M 5K3**  
519-354-0210

*Fifth Small Claims Court*  
437 James St.  
**Wallaceburg N8A 2N8**  
519-627-1174

## LAMBTON COUNTY

*Fifth Small Claims Court*  
Box 719  
**Forest N0N 1J0**  
519-873-4671

*Local Registrar-Supreme Court*  
*Crown Attorney*  
*Sheriff-County Court*  
*County Court Clerk*  
*Surrogate Registrar*  
Court House  
700 Christina St. N.  
**Sarnia N7T 7N5**  
519-337-3265

*Provincial Court (Criminal)*  
P.O. Box 2017  
700 Christina St. N.  
**Sarnia N7T 7L1**  
519-336-8830

*Provincial Court (Family)*  
700 Christina St. N.  
**Sarnia N7T 7N5**  
519-337-8713

*First Small Claims Court*  
180 1/2 Christina St. N.  
**Sarnia N7T 5T9**  
519-337-6651

## LANARK COUNTY

*Third Small Claims Court*  
165 George St.  
**Carleton Place K7C 1Z4**  
613-257-1727

*Crown Attorney*  
Court House  
43 Drummond St. E.  
**Perth K7H 1G1**  
613-267-1900

*Local Registrar-Supreme Court  
County Court Clerk  
Surrogate Registrar  
Sheriff-County Court  
Court House  
43 Drummond St. E.  
Perth K7H 3E2  
613-267-2021*

*First Small Claims Court  
Court House  
Box 51  
Perth K7H 3E2  
613-267-2021*

*Provincial Court (Criminal & Family)  
P.O. Box 31  
Smiths Falls K7A 4S9  
613-283-1906*

*Fourth Small Claims Court  
12 Catherine St., Box 331  
Smith Falls K7A 4T2  
613-283-4420*

## **UNITED COUNTIES OF LEEDS & GRENVILLE**

*Crown Attorney  
County Court House  
Brockville K6V 5T7  
613-342-2034*

*Sheriff-County Court  
County Court House  
Brockville K6V 5T7  
613-345-5895*

*Local Registrar-Supreme Court  
County Court Clerk  
Surrogate Registrar  
613-342-2288*

*Provincial Court (Criminal & Family)  
75 Water St. W.  
P.O. Box 1360  
Brockville K6V 5Y6  
613-342-5003*

*First Small Claims Court  
27 King St. E.  
Brockville K6V 1A7  
613-342-2833*

*Second Small Claims Court  
146 King St. W.  
Box 1270  
Prescott K0E 1T0  
613-925-2717*

## **COUNTY OF LENNOX & ADDINGTON**

*Eighth Small Claims Court  
Box 51  
Kaladar K0H 1Z0  
613-336-8952*

*Crown Attorney  
41 Dundas St. W.  
P.O. Box 158  
Napanea K7R 1Z5  
613-354-2144*

*Local Registrar-Supreme Court  
County Court Clerk  
Surrogate Registrar  
Sheriff-County Court  
97 Thomas St. E.  
Napanea K7R 1L1  
613-354-3845*

*Provincial Court (Criminal & Family)  
P.O. Box 386  
41 Dundas St. W.  
Napanea K7R 3P5  
613-354-5450*

*First Small Claims Court  
35 Dundas St. E., Box 51  
Napanea K7R 1H7  
613-354-5243*



# MANITOULIN DISTRICT

*Local Registrar-Supreme Court*

*District Court Clerk*

*Surrogate Registrar*

*Sheriff-District Court*

Court House, P.O. Box 265

**Gore Bay P0P 1H0**

705-282-2461

*Provincial Court (Criminal & Family)*

District Court House

P.O. Box 314

**Gore Bay P0P 1H0**

705-282-2531

*First Small Claims Court*

Court House

**Gore Bay P0P 1H0**

705-282-2461

*Second Small Claims Court*

Box 363

**Little Current P0P 1K0**

705-368-2284

*Crown Attorney*

Court House

**Sudbury P3C 1T9**

705-674-3151, Ext. 206

# MIDDLESEX COUNTY

*Crown Attorney*

Court House

P.O. Box 5600, Terminal A

**London N6A 2P3**

519-679-7130

*Sheriff-County Court*

Court House

P.O. Box 5600, Terminal A

**London N6A 2P3**

519-679-7140

*Local Registrar-Supreme Court*

*County Court Clerk*

*Surrogate Registrar*

P.O. Box 5600, Terminal A

**London N6A 2P3**

519-679-7161

*Provincial Court (Criminal)*

80 Dundas St. E.

P.O. Box 5600, Terminal A

**London N6A 2P3**

519-679-7060

*Provincial Court (Family)*

P.O. Box 5600, Terminal A

**London N6A 2P3**

519-679-7090

*First Small Claims Court*

80 Dundas St. E.

P.O. Box 5600, Terminal A

**London N6A 2P3**

519-679-7017

*Referee-Small Claims Court*

470 Dundas St., Ste. 109

**London N6B 1W3**

519-433-4684

*Third Small Claims Court*

R. R. #2

**Lucan N0M 2J0**

519-227-4697

*Second Small Claims Court*

**Parkhill N0M 2K0**

519-294-6511

*Sixth Small Claims Court*

52 Frank St.

**Strathroy N7G 2R4**

519-245-1477

## MUSKOKA DISTRICT

*Local Registrar-Supreme Court  
District Court Clerk  
Surrogate Registrar  
Sheriff-District Court  
Court House  
Bracebridge P0B 1C0  
705-645-8793*

*Provincial Court (Criminal)  
P.O. Box 1110  
Bracebridge P0B 1C0  
705-645-9838*

*Provincial Court (Family)  
P.O. Box 159  
Bracebridge P0B 1C0  
705-645-2831*

*First Small Claims Court  
Box 1821  
Bracebridge P0B 1C0  
705-645-2682*

*Crown Attorney  
P.O. Box 449  
Huntsville P0A 1K0  
705-635-2262*

*Third Small Claims Court  
36 King William St.  
Huntsville P0A 1K0  
705-789-5630*

## JUDICIAL DISTRICT OF NIAGARA NORTH

*Fifth Small Claims Court  
15 Main St. E., P.O. Box 293  
Grimsby L3M 3G5  
416-945-2756*

*Crown Attorney  
P.O. Box 788  
St. Catharines L2R 6Y3  
416-685-4293*

*Sheriff-District Court  
P.O. Box 277  
St. Catharines L2R 6V9  
416-685-7341*

*Local Registrar-Supreme Court  
County Court Clerk  
Surrogate Registrar  
P.O. Box 727  
St. Catharines L2R 6Y3  
416-685-4284*

*Provincial Court (Criminal)  
P.O. Box 1537  
St. Catharines L2R 7J9  
416-685-4856*

*Provincial Court (Family)  
P.O. Box 536  
210 King St., 2nd Flr.  
St. Catharines L2R 6V9  
416-685-7142*

*Second Small Claims Court  
P.O. Box 574, 39 Queen St.  
St. Catharines L2R 6W8  
416-682-1560*

## JUDICIAL DISTRICT OF NIAGARA SOUTH

*Provincial Court (Criminal)  
P.O. Box 627  
Niagara Falls L2E 6J5  
416-354-2789*

*Fourth Small Claims Court  
5415 Victoria Ave., Ste. 4  
Niagara Falls L2G 3L1  
416-356-3404*

*Crown Attorney  
12 King St.  
Welland L3B 3H9  
416-732-1328*

*Sheriff-District Court*  
Court House  
102 East Main St.  
**Welland L3B 3W6**  
416-734-6284

*Local Registrar-Supreme Court*  
*County Court Clerk*  
*Surrogate Registrar*  
Court House  
102 East Main St.  
**Welland L3B 3W6**  
416-735-0010

*Provincial Court (Criminal)*  
40 Division St.  
**Welland L3B 3Z6**  
416-732-2493

*Provincial Court (Family)*  
3 Cross St.  
P.O. Box 383  
**Welland L3B 5P7**  
416-734-6198

*First Small Claims Court*  
Court House, Box 612  
**Welland L3B 5R4**  
416-734-7417

## NIPISSING DISTRICT

*Crown Attorney*  
Court House  
390 Plouffe St.  
**North Bay P1B 4G1**  
705-472-9230

*Local Registrar-Supreme Court*  
*District Court Clerk*  
*Surrogate Registrar*  
*Sheriff-District Court*  
Court House  
**North Bay P1B 4G1**  
705-472-7911

*Provincial Court (Criminal)*  
P.O. Box 466  
**North Bay P1B 8J1**  
705-472-8120

*Provincial Court (Family)*  
500 Main St. W.  
**North Bay P1B 2F4**  
705-472-2680

*Third Small Claims Court*  
390 Plouffe St.  
**North Bay P1B 4G1**  
705-472-5860

*First Small Claims Court*  
Box 238  
**Sturgeon Falls P0H 2G0**  
705-753-1090

## JUDICIAL DISTRICT OF NORFOLK

*Crown Attorney*  
Justice Bldg., Box 605  
No. 3 Highway W.  
**Simcoe N3Y 4N4**  
519-426-5920

*Local Registrar-Supreme Court*  
*County Court Clerk*  
*Surrogate Registrar*  
*Sheriff-District Court*  
Court House  
P.O. Box 308  
**Simcoe N3Y 4L2**  
519-426-6550

*Provincial Court (Criminal)*  
P.O. Box 605  
**Simcoe N3Y 4N4**  
519-426-8330

*Provincial Court (Family)*  
P.O. Box 605  
**Simcoe N3Y 4N4**  
519-426-8451

*First Small Claims Court*  
Court House, Box 605  
**Simcoe N3Y 4N4**  
519-426-3447

**NORTHUMBERLAND COUNTY**

*Third Small Claims Court*  
Box 97

**Brighton K0K 1H0**  
613-475-0961

*Fourth Small Claims Court*  
214 Front St., Box 538  
**Campellford K0L 1L0**  
705-653-4633

*Crown Attorney*  
Court House  
860 William St.  
**Cobourg K9A 3A9**  
416-372-5011

*Sheriff-County Court*  
P.O. Box 517  
**Cobourg K9A 4L3**  
416-372-7812

*Local Registrar-Supreme Court*  
*County Court Clerk*  
*Surrogate Registrar*  
P.O. Box 360  
**Cobourg K9A 4K8**  
416-372-3751

*Provincial Court (Criminal)*  
1011 William St., Box 910  
**Cobourg K9A 4W4**  
416-372-0193/4

*Provincial Court (Family)*  
Victoria Hall  
55 King St. W.  
P.O. Box 996  
**Cobourg K9A 2M2**  
416-372-0126

*Second Small Claims Court*  
208 Division St.  
**Cobourg K9A 4L3**  
416-372-7153

*First Small Claims Court*  
3 Jane St., Box 216  
**Port Hope L1A 3W3**  
416-885-8695

**JUDICIAL DISTRICT, OTTAWA-CARLETON**

*Crown Attorney*  
County Court House  
2 Daly Ave.  
**Ottawa K1N 6E2**  
613-566-3771

*Sheriff-County Court*  
County Court House  
2 Daly Ave.  
**Ottawa K1N 6E2**  
613-566-3781

*Local Master-Supreme Court*  
2 Daly Ave.  
**Ottawa K1N 6E2**  
613-566-3702  
Local jurisdiction only

*Local Registrar*  
*County Court Clerk*  
*Surrogate Registrar*  
County Court House  
2 Daly Ave.  
**Ottawa K1N 6E2**  
613-566-3751

*Provincial Court (Criminal)*  
Rideau Trust Bldg., Rm 200  
1 Nicholas St.  
**Ottawa K1N 7B7**  
613-566-3910

*Provincial Court (Family)*  
1145 Bronson Place  
**Ottawa K1S 4H4**  
613-566-3828/9

*Seventh Small Claims Court*  
306-56 Sparks St.  
**Ottawa K1P 5Z4**  
613-232-5408



**OXFORD COUNTY**

*Crown Attorney*  
Court House  
Hunter St.  
**Woodstock N4S 4G6**  
519-537-2611

*Local Registrar-Supreme Court*  
*County Court Clerk*  
*Surrogate Registrar*  
*Sheriff-County Court*  
Court House  
P.O. Box 70  
**Woodstock N4S 7W5**  
519-539-6187

*Provincial Court (Criminal)*  
Court House  
Hunter St.  
**Woodstock N4S 4G6**  
519-537-2369

*Provincial Court (Family)*  
Court House  
Hunter St.  
**Woodstock N4S 4G6**  
519-537-2377

*First Small Claims Court*  
461 Dundas St.  
**Woodstock N4S 1C2**  
519-537-8511

**PARRY SOUND DISTRICT**

*Crown Attorney*  
Court House  
**Parry Sound P2A 1T7**  
705-746-2331

*Sheriff-District Court*  
Court House  
**Parry Sound P2A 1T7**  
705-746-2421

*Local Registrar-Supreme Court*  
*District Court Clerk*  
*Surrogate Registrar*  
P.O. Box 99  
**Parry Sound P2A 2X2**  
705-746-2361

*Provincial Court (Criminal)*  
P.O. Box 455  
**Parry Sound P2A 2X5**  
705-746-4271/2

*Provincial Court (Family)*  
88 James St.  
**Parry Sound P2A 1T9**  
705-746-8163

*First Small Claims Court*  
89 James St.  
**Parry Sound P2A 1T7**  
705-746-5464

*Seventh Small Claims Court*  
Box 239  
**South River P0A 1X0**  
705-386-2560

**JUDICIAL DISTRICT OF PEEL**

*Crown Attorney*  
Court House  
P.O. Box 548  
**Brampton L6V 2L7**  
416-457-5160

*Sheriff-District Court*  
P.O. Box 548  
**Brampton L6V 2L7**  
416-457-5400

*Local Registrar-Supreme Court*  
*County Court Clerk*  
*Surrogate Registrar*  
P.O. Box 8000  
**Brampton L6V 2M7**  
416-457-5040

*Provincial Court (Criminal)*

141 Clarence St.  
**Brampton L6W 3E6**  
416-451-7551

*Provincial Court (Family)*

P.O. Box 220  
**Brampton L6V 2L1**  
416-457-5020

*First Small Claims Court*

5 Moore Crescent  
**Brampton L6W 1W8**  
416-451-0121

*Second Small Claims Court*

470 Hensall Circle  
**Mississauga L5A 1W3**  
416-277-1583

**PERTH COUNTY**

*Sixth Small Claims Court*

595 Inkerman St. E.  
**Listowel N4W 1C7**  
519-291-1423

*Crown Attorney*

Court House  
1 Huron St.  
**Stratford N5A 5S4**  
519-271-4020

*Local Registrar-Supreme Court*

*County Court Clerk*  
*Surrogate Registrar*  
*Sheriff-County Court*  
Court House  
P.O. Box 726  
**Stratford N5A 6V6**  
519-271-1850

*Provincial Court (Criminal)*

Admin. of Justice Bldg.  
17 George St. W.  
**Stratford N5A 1A6**  
519-271-9252

*Provincial Court (Family)*

17 George St. W.  
**Stratford N5A 1A6**  
519-271-2670

*First Small Claims Court*

77 Downie St.  
**Stratford N5A 1W8**  
519-271-4940

**PETERBOROUGH COUNTY**

*Crown Attorney*

City Hall  
500 George St. N.  
**Peterborough K9H 3R9**  
705-745-0583

*Local Registrar-Supreme Court*

*County Court Clerk*  
*Surrogate Registrar*  
*Sheriff-County Court*  
Court House  
**Peterborough K9H 3M9**  
705-745-0583

*Provincial Court (Criminal)*

City Hall  
500 George St. N.  
**Peterborough K9H 3R9**  
705-745-0583

*Provincial Court (Family)*

Court House  
Warden's Walk  
**Peterborough K9H 3M3**  
705-745-0583

*First Small Claims Court*

Court House  
**Peterborough K9J 3G3**  
705-745-0583

**UNITED COUNTIES OF PRESCOTT  
& RUSSELL**

*Seventh Small Claims Court*

151 Main St., Rm. 35  
**Hawkesbury K6A 2H3**  
613-632-4282

*Crown Attorney*  
Court House  
**L'Orignal K0B 1K0**  
613-675-4512

*Local Registrar-Supreme Court*  
*County Court Clerk*  
*Surrogate Registrar*  
*Sheriff-County Court*  
Court House  
**L'Orignal K0B 1K0**  
613-675-4567

*Provincial Court (Criminal & Family)*  
Court House  
**L'Orignal K0B 1K0**  
613-675-4695

*Tenth Small Claims Court*  
2560 Lalonde St., Box 298  
**Rockland K0A 3A0**  
613-446-4781

## PRINCE EDWARD COUNTY

*Crown Attorney*  
P.O. Box 720  
**Picton K0K 2T0**  
613-476-6267

*Local Registrar-Supreme Court*  
*County Court Clerk*  
*Surrogate Registrar*  
*Sheriff-County Court*  
Court House  
**Picton K0K 2T0**  
613-476-6236

*Provincial Court (Criminal)*  
P.O. Box 640  
**Picton K0K 2T0**  
613-476-2606

*Provincial Court (Family)*  
P.O. Box 640  
**Picton K0K 2T0**  
613-476-2410

*First Small Claims Court*  
54 Bowery St., Box 155  
**Picton K0K 2T0**  
613-476-2390

## RAINY RIVER DISTRICT

*Fourth Small Claims Court*  
Box 1656  
**Atikokan P0T 1C0**  
807-597-4570

*Crown Attorney*  
P.O. Box 338  
**Fort Frances P9A 3M7**  
807-274-9825

*Local Registrar-Supreme Court*  
*District Court Clerk*  
*Surrogate Registrar*  
*Sheriff-District Court*  
Court House  
**Fort Frances P9A 3M7**  
807-274-5961

*Provincial Court (Criminal & Family)*  
P.O. Box 336  
**Fort Frances P9A 3M7**  
807-274-9832/3

*First Small Claims Court*  
Court House, Box 8  
**Fort Frances P9A 3M5**  
807-274-5961

## RENFREW COUNTY

*Fourth Small Claims Court*  
242 Bell St.  
**Arnprior K7S 2R6**  
613-623-5471

*Seventh Small Claims Court*  
**Killaloe Station K0J 2A0**  
613-757-2050

*Crown Attorney*  
220 Pembroke St. E.  
**Pembroke K8A 6X3**  
613-732-2261

*Local Registrar-Supreme Court  
County Court Clerk  
Surrogate Registrar  
Sheriff-County Court  
Court House*  
297 Pembroke St. E.  
**Pembroke K8A 3K2**  
613-732-2541

*Provincial Court (Criminal & Family)*  
415-417 Pembroke St. W.  
P.O. Box 218  
**Pembroke K8A 6X3**  
613-735-0697

*First Small Claims Court*  
207 Renfrew St.  
**Pembroke K8A 5S2**  
613-732-9771

*Third Small Claims Court*  
259 Raglan St.  
P.O.Box 386  
**Renfrew K7V 4A6**  
613-432-3193

## **SIMCOE COUNTY**

*Eighth Small Claims Court*  
46 Centre St. S., Box 706  
**Alliston L0M 1A0**  
705-435-9645

*Crown Attorney*  
Court House  
**Barrie L4M 1M1**  
705-728-1221, Ext. 57

*Sheriff-County Court*  
Court House  
114 Worsley St.  
**Barrie L4M 1M1**  
705-728-1221

*Local Registrar-Supreme Court  
County Court Clerk  
Surrogate Registrar  
Court House*  
**Barrie L4M 1M1**  
705-728-1221, Ext. 20

*Provincial Court (Criminal)*  
Court House, 30 Poyntz St.  
P.O. Box 284  
**Barrie L4M 1M1**  
705-728-1221, Ext. 46/47/48/49

*Provincial Court (Criminal)*  
19 Front St. N.  
**Orillia L3V 4R6**  
705-326-2671

*Provincial Court (Family)*  
P.O. Box 184  
**Barrie L4M 4T2**  
705-728-1221, Ext. 35/36/37/38

*First Small Claims Court*  
Court House  
**Barrie L4M 1M1**  
705-728-4181

*Fourth Small Claims Court*  
649 Hurontario St.  
**Collingwood L9Y 2N6**  
705-445-4240

*Sixth Small Claims Court*  
104 Borland St.  
**Orillia L3V 2B7**  
705-326-4251

## **UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY**

*Second Small Claims Court*  
26 Bishop St.  
**Alexandria K0C 1A0**  
613-525-1841

*Crown Attorney*  
County Court House  
26 Pitt St.  
**Cornwall K6J 3P2**  
613-932-5903



*Local Registrar-Supreme Court  
County Court Clerk  
Surrogate Registrar  
Sheriff-County Court  
County Court House  
26 Pitt St.  
**Cornwall K6J 3P2**  
613-932-1290*

*Provincial Court  
(Criminal & Family)  
P.O. Box 56  
**Cornwall K6H 5R9**  
613-933-7500*

*Third Small Claims Court  
Court House  
Box 1294  
**Cornwall K6H 5V4**  
613-932-1224*

*Sixth Small Claims Court  
167 Davis St.  
**Iroquois K0E 1K0**  
613-652-4521*

*Provincial Court (Criminal)  
P.O. Box 858  
**Morrisburg K0C 1X0**  
613-543-2193*

*Tenth Small Claims Court  
461 Gladstone St.  
P.O. Box 13  
**Winchester K0C 2K0**  
613-774-3374*

## **SUDBURY DISTRICT**

*Fifth Small Claims Court  
Town Hall, Box 584  
**Chapleau P0M 1K0**  
705-864-0712*

*Provincial Court (Criminal)  
Town Hall, Box 584  
**Chapleau P0M 1K0**  
705-864-0712*

*Provincial Court (Criminal)  
100 Tudhope St.  
**Espanola P0P 1C0**  
705-869-4334*

*Third Small Claims Court  
Town Hall  
**Espanola P0P 1C0**  
705-869-1150*

*Crown Attorney  
Court House  
**Sudbury P3C 1T9**  
705-675-4155, Ext. 206*

*Sheriff-District Court  
Court House  
**Sudbury P3C 1T9**  
705-675-4158*

*Local Registrar-Supreme Court ,  
District Court Clerk  
Surrogate Registrar  
Court House  
**Sudbury P3C 1T9**  
705-675-4162*

*Provincial Court (Criminal)  
Court House  
155 Elm St. W.  
**Sudbury P3C 1T9**  
705-675-4171*

*Provincial Court (Family)  
40 Larch St., 2nd Flr.  
**Sudbury P3E 5M7**  
705-675-4231*

*First Small Claims Court  
38 Larch St.  
**Sudbury P3C 5M7**  
705-675-4164*

## **THUNDER BAY DISTRICT**

*Seventh Small Claims Court  
Box 90  
**Beardmore P0T 1G0**  
807-875-2075*

*Fifth Small Claims Court*

Box 39

**Geraldton P0T 1M0**

807-854-1488

*Sixth Small Claims Court*

Box 224

**Marathon P0T 2E0**

807-229-1383

*Second Small Claims Court*

29 First Ave.

**Nipigon P0T 2J0**

807-887-3618

*Fourth Small Claims Court*

Box 234

**Schreiber P0T 2S0**

807-824-2495

*Crown Attorney*

Court House

277 Camelot St.

Postal Station P

**Thunder Bay P7A 4B3**

807-475-1565

*Sheriff-District Court*

Court House

277 Camelot St.

**Thunder Bay P7A 4B3**

807-475-1525

*Local Registrar-Supreme Court*

*District Court Clerk*

*Surrogate Registrar*

Court House

277 Camelot St.

**Thunder Bay P7A 4B3**

807-475-1575

*Provincial Court (Criminal)*

1805 Arthur St. E., 2nd Fl.

Postal Station F

**Thunder Bay P7E 5N7**

807-475-1335

*Provincial Court (Family)*

1805 Arthur St. E., 1st Fl.

Postal Station F

**Thunder Bay P7E 5N7**

807-475-1365

*Third Small Claims Court*

Court House

277 Camelot St.

**Thunder Bay P7A 4B3**

807-344-5801

**TIMISKAMING DISTRICT**

*Third Small Claims Court*

Box 147, 13 Seventh St.

**Englehart P0J 1H0**

705-544-8185

*Crown Attorney*

Court House

P.O. Box 248, 393 Main St.

**Haileybury P0J 1K0**

705-672-3308

*Local Registrar-Supreme Court*

*District Court Clerk*

*Surrogate Registrar*

*Sheriff-District Court*

Court House

**Haileybury P0J 1K0**

705-672-3321

*Provincial Court (Criminal)*

Court House

**Haileybury P0J 1K0**

705-672-3395

*First Small Claims Court*

Box 1360

**Haileybury P0J 1K0**

705-672-3606

*Provincial Court (Family)*

P.O. Box 253

**Kirkland Lake P2N 3H7**

705-567-9381

*Fourth Small Claims Court*  
Box 217

**Kirkland Lake P2N 3H7**  
705-567-7060

*Provincial Court (Criminal)*  
P.O. Box 217

**Kirkland Lake P2N 3H7**  
705-567-7060

**VICTORIA COUNTY  
(INCLUDING PROVISIONAL  
COUNTY OF HALIBURTON)**

*Second Small Claims Court*  
Box 209

**Haliburton K0M 2S0**  
705-457-1732

*Crown Attorney*  
26 Peel St.

P.O. Box 672  
**Lindsay K9V 4W9**  
705-324-3440

*Local Registrar Office*  
*County Court Clerk*  
*Surrogate Registrar*  
*Sheriff-County Court*  
County Court House  
Francis St., P.O. Box 484  
**Lindsay K9V 4S5**  
705-324-2542

*Provincial Court (Criminal)*  
79 Russell St. W.  
**Lindsay K9V 4R8**  
705-324-5302

*Provincial Court (Family)*  
79 Russell St. W.  
**Lindsay K9V 4R8**  
705-324-2425

*Fifth Small Claims Court*  
59 Victoria Ave. N.  
**Lindsay K9V 4G4**  
705-324-4251

**JUDICIAL DISTRICT OF WATERLOO**

*Provincial Court (Criminal)*  
12 Ainslie St. S.  
**Cambridge N1R 3K1**  
519-621-9220

*Third Small Claims Court*  
120 Main St.  
**Cambridge (Galt) N1R 1V7**  
519-623-0170

*Crown Attorney*  
Court House  
20 Weber St. E.  
**Kitchener N2H 1C3**  
519-576-4300

*Sheriff-District Court*  
Court House  
20 Weber St. E.  
**Kitchener N2H 1C3**  
519-742-1334

*Local Registrar-Supreme Court*  
*County Court Clerk*  
*Surrogate Registrar*  
Court House  
20 Weber St. E.  
**Kitchener N2H 1C3**  
519-745-9373

*Provincial Court (Criminal)*  
200 Frederick St., Ste. 1000  
**Kitchener N2H 6P1**  
519-745-9476

*Provincial Court (Family)*  
Court House  
200 Frederick St.  
**Kitchener N2H 6N9**  
519-576-9110

*First Small Claims Court*  
58 Scott St.  
**Kitchener N2H 2R1**  
519-745-8063

**WELLINGTON COUNTY**

*Eighth Small Claims Court*  
344 Smith St., Box 27  
**Arthur N0G 1A0**  
519-848-2205

*Fourth Small Claims Court*  
230 Queen St. W.  
**Fergus N1M 1S8**  
519-843-1644

*Crown Attorney*  
Court House  
74 Woolwich St.  
**Guelph N1H 3T9**  
519-822-1031

*Local Registrar-Supreme Court  
County Court Clerk  
Surrogate Registrar  
Sheriff-County Court*  
Court House  
P.O. Box 247  
**Guelph N1H 6J9**  
519-824-4100

*Provincial Court (Criminal)*  
36 Wyndham St. S.  
**Guelph N1H 6J9**  
519-836-2501

*Provincial Court (Family)*  
36 Wyndham St.  
P.O. Box 244  
**Guelph N1H 6J9**  
519-822-7961

*First Small Claims Court*  
25 Douglas St.  
**Guelph N1H 2S7**  
519-822-0131

*Eleventh Small Claims Court*  
Box 329  
**Mount Forest N0G 2L0**  
519-323-4358

**JUDICIAL DISTRICT OF YORK**

*Crown Attorney*  
1000 Finch Ave. W.  
**Downsview M3J 2V5**  
416-663-5550

*Provincial Court (Criminal)*  
1000 Finch Ave. W.  
**Downsview M3J 2V5**  
416-663-5440

*Crown Attorney*  
80 The East Mall  
**Etobicoke M8Z 5X6**  
416-252-7895

*Provincial Court (Criminal)*  
80 The East Mall  
**Etobicoke M8Z 5X6**  
416-252-7891

*Provincial Court (Family)*  
160 Silverhill Dr.  
**Etobicoke M9B 3W7**  
416-236-2553

*Etobicoke Traffic Tribunal*  
80 The East Mall  
**Etobicoke M8Z 5X6**  
416-252-7883

*Crown Attorney*  
1911 Eglinton Ave. E.  
**Scarborough M1L 2L3**  
416-757-2886

*Provincial Court (Criminal)*  
1911 Eglinton Ave. E.  
**Scarborough M1K 2W5**  
416-757-3686

*Provincial Court (Family)*  
1911 Eglinton Ave. E.  
**Scarborough M1K 2W5**  
416-755-9200



*Scarborough Traffic Tribunal*  
1911 Eglinton Ave. E.  
**Scarborough M1K 2W5**  
416-757-3657

*Ninth Small Claims Court*  
2222 Eglinton Ave.  
**Scarborough M1K 2M4**  
416-755-3651

*Registrar-Supreme Court*  
130 Queen St. W.  
Osgoode Hall  
**Toronto M5H 2H5**  
416-363-4101

*Local Registrar-Supreme Court*  
145 Queen St. W., 1st Flr.  
**Toronto M5H 2N9**  
416-965-5544

*Chief Supreme Court Reporter*  
Supreme Court  
500 University Ave., Rm. 716  
**Toronto M5G 1V7**  
416-965-2334

*Sheriff-District Court*  
Court House  
361 University Ave., Rm. 311  
**Toronto M5G 1T5**  
416-965-7261

*Surrogate Registrar*  
Court House  
361 University Ave., Rm. 104  
**Toronto M5G 1X9**  
416-965-7314

*County Court Clerk*  
Court House  
361 University Ave., Rm. 110  
**Toronto M5G 1T4**  
416-965-7351

*Coordinator and Judges Secretary*  
361 University Ave., Rm. 334  
**Toronto M5G 1T4**  
416-965-7372

*Clerk of the Peace*  
361 University Ave., Rm. 241  
**Toronto M5G 1T5**  
416-965-7277

*County Court Reporters*  
361 University Ave., Rm. 315  
**Toronto M5G 1T3**  
416-965-7369

*Crown Attorney*  
18 King St. E., 3rd Flr.  
**Toronto M5C 1C5**  
416-965-4377

*Crown Attorney*  
Court House  
361 University Ave., Rm. 101  
**Toronto M5G 1Y1**  
416-965-7338

*Provincial Court (Criminal)*  
Metropolitan Toronto  
60 Queen St. W.  
**Toronto M5H 2M4**  
416-965-7523

*Provincial Court (Criminal)*  
2265 Keele St.  
**Toronto M6M 3Z7**  
416-248-3705

*Provincial Court (Criminal)*  
College Park  
444 Yonge St., 2nd Flr.  
**Toronto M5B 2H4**  
416-965-7504

*Keele Traffic Tribunal*  
Driving Improvement Centre  
2265 Keele St.  
**Toronto M6M 3Z7**  
416-248-7167

*Provincial Court (Family)*  
311 Jarvis St.  
**Toronto M5B 2C4**  
416-963-0677

*Small Claims Courts*

College Park  
444 Yonge St., 2nd Flr.  
**Toronto M5B 2C4**  
416-965-5591

*First Small Claims Court*

444 Yonge St., 2nd Flr.  
**Toronto M5B 2H4**  
416-598-2824

*Eighth Small Claims Court*

2265 Keele St., Ste. 209  
**Toronto M6M 5B8**  
416-249-8251/2/3

*Provincial Court (Criminal)*

47 Sheppard Ave. E.  
**Willowdale M2N 5X6**  
416-226-5440

*Provincial Court (Family)*

47 Sheppard Ave. E.  
**Willowdale M2N 5X6**  
416-226-5030

*North York Traffic Tribunal*

47 Sheppard Ave. E.  
**Willowdale M2N 5X6**  
416-226-5657

*Twelfth Small Claims Court*

47 Sheppard Ave. E., 3rd Flr.  
**Willowdale M2N 5X5**  
416-225-4846

**JUDICIAL DISTRICT OF YORK  
REGION**

*Crown Attorney*

Court House  
50 Eagle St. W.  
**Newmarket L3Y 6B1**  
416-895-8212

*Sheriff-District Court*

Court House  
50 Eagle St. W.  
**Newmarket L3Y 6B1**  
416-898-5221

*Local Registrar-Supreme Court*

*County Court Clerk*  
*Surrogate Registrar*  
Court House  
50 Eagle St. W.  
**Newmarket L3Y 6B1**  
416-898-5441

*Provincial Court (Criminal)*

Court House  
50 Eagle St. W.  
**Newmarket L3Y 6B1**  
416-895-2395

*Provincial Court (Family)*

50 Eagle St. W.  
**Newmarket L3Y 6B1**  
416-895-8661/2

*First Small Claims Court*

50 Eagle St. W., 4th Flr.  
**Newmarket L3Y 6B1**  
416-895-4291

*Third Small Claims Court*

550 Markham Road & Bayview  
R. R. #1  
**Richmond Hill L4C 4X7**  
416-884-3833

*Second Small Claims Court*

Box 7  
**Sutton West L0E 1R0**  
416-722-5118

**AGENCIES**

**ONTARIO LAW REFORM COMMISSION**

416-965-4761

ATT GEN 41

The *Ontario Law Reform Commission* inquires into any matter relating to law reform.

the administration of justice, judicial and quasi-judicial procedures. To carry out these functions the Commission conducts legal *research* and reports recommendations for remedial *legislation* to the Attorney General. Commission reports are available at the Ontario Government Bookstore, 880 Bay St., M7A 1N8, 965-2054.

#### ONTARIO LEGAL AID PLAN

ATT GEN 42

Provincial Director's Office  
145 King St. W., 10th Flr.  
Toronto M5H 3L7  
416-361-0766

*Ontario Legal Aid Plan* (OLAP) is operated by the *Law Society of Upper Canada* for the Attorney General. The *Ontario Legal Aid Act* ensures that no one shall be denied the services of *lawyers* for lack of money. Every Ontario resident and, in certain cases non residents, may apply for legal aid. Qualification is based on need. The local Community and Social Services office investigates an applicant's finances and reports to the Legal Aid Area Director as to whether the applicant pays nothing, a portion, or all costs of the legal aid applied for. The OLAP also administers *grants* to clinics providing legal services to the community and contributes to the operation of student legal aid societies in five Ontario law schools. General information on OLAP is available from the main office above. To apply for legal aid, contact local OLAP office listed under Legal Aid in the white pages of local telephone directories.

#### ADMINISTRATIVE TRIBUNALS

##### ASSESSMENT REVIEW COURT

ATT GEN 43

80 Bloor St. W.  
Toronto M5S 1L9  
416-965-7574

The Assessment Review Court hears complaints against *real property assessment* and *business assessment*, the basis of *municipal taxation* in Ontario. Hears appeals on the refusal of municipal clerks to amend *school* support lists for school board taxation, applications for the cancellation, reduction or refund of municipal taxes, and applications for increasing municipal taxes where manifest errors have been made in the collectors' roll. For further information on real property assessment, see Min of Revenue, Assessment Field Operations Branch, REVENUE 20. Contact Municipal Office locally for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court at one of these offices:

*Ass't Registrar*  
35 Great Northern Road  
Sault Ste. Marie P6B 4Y8  
705-949-5280

*Regional Registrar*  
Central, Georgian Bay  
and Lake Huron Area  
713 Davis Dr., Ste. 303  
Newmarket L3Y 2R3  
416-895-1274  
(Simcoe, York, Halton,  
Peel)

*Regional Registrar*

*Eastern Area*

2378 Holly Lane, Rm. 208

**Ottawa K1V 7P1**

613-731-7166

(Ottawa-Carleton, Prescott  
& Russell, Stormont, Dundas  
& Glengarry, Lanark, Leeds  
& Grenville, Renfrew, Frontenac,  
Lennox & Addington, Hastings,  
Prince Edward, Northumberland)

*Regional Registrar*

*Grand River/Niagara Area*

678 Main St. E., Ste. 303

**Hamilton L8M 1K2**

416-549-4173

(Brant, Dufferin & Wellington,  
Waterloo, Niagara,  
Haldimand-Norfolk,  
Hamilton-Wentworth)

*Regional Registrar*

*Lake Ontario Area*

277 George St. N., Ste. 207

**Peterborough K9J 3G9**

705-743-7960

(Peterborough, Victoria,  
Haliburton, Durham)

*Regional Registrar*

*Municipality of*

*Metropolitan Toronto*

80 Bloor St. W., Ste. 701

**Toronto M5S 1L9**

416-965-6826

*Regional Registrar*

*Northern Area*

Northgate Shopping Centre  
Ste. 300

**North Bay P1B 2H3**

705-474-1612

(Nippissing, Muskoka,  
Parry Sound, Cochrane,  
Timiskaming, Manitoulin,  
Algoma, Kenora, Rainy River,  
Thunder Bay, Sudbury)

*Regional Registrar*

*Southwestern Area*

426 Third St., 1st Flr.

**London N5W 4W6**

519-453-6660

(Elgin, Bruce, Grey,  
Middlesex, Oxford, Kent,  
Lambton, Essex, Huron,  
Perth)

**BOARD OF NEGOTIATION**

439 University Ave.

Toronto M5G 1Y8

416-965-2867

ATT GEN 4

The *Board of Negotiation* may act as a mediator to negotiate a settlement when *real property* is expropriated and no agreement can be reached on *compensation* for the *expropriation*. Either the property owner or the expropriating authority can request the services of the Board of Negotiation.

**BOARD OF VALUATION**

439 University Ave.

Toronto M5G 1Y8

416-965-2867

ATT GEN 4

Where a power exercised under the *Power Corporation Act* does not constitute an expropriation or injurious affection, *compensation* shall be paid to the *real property* owner for all damage, and when no agreement is arrived at as to the amount of compensation to be paid to the owner, the Board of Valuation shall determine compensation for such property damage. If either the owner or the power corporation is dissatisfied with the amount fixed, *appeals* may be made to the *Ontario Municipal Board*.



## CRIMINAL INJURIES COMPENSATION BOARD

ATT GEN 46

439 University Ave., 17th Floor  
 Toronto M5G 1Y8  
 416-965-4755

Provides *compensation* to eligible applicants when a person is injured or killed in Ontario, as the result of an unprovoked act of *criminal* violence.

## LAND COMPENSATION BOARD

ATT GEN 47

10 King St. E.  
 Toronto M5C 1C3  
 416-965-1012

Determines *compensation* for *land* taken either through *expropriation* by a statutory authority or through consent to arbitration under Ontario legislation, for damages for injurious affection to land caused by a statutory authority, for personal and business damages, and for disturbance damages. The Land Compensation Board provides information on arbitration proceedings for compensation and related matters.

## ONTARIO MUNICIPAL BOARD

ATT GEN 48

180 Dundas St. W.  
 Toronto M5G 1E5  
 416-965-1912

The *Ontario Municipal Board* performs a quasi-judicial function in the implementation of sound municipal development and *land use planning*. Hears applications for approval of *zoning* by-laws, *official plans* and plans of *subdivisions* referred by the Ministry of *Housing* and *appeals* as provided under the *Planning Act* and under the *Assessment Act*. The Ontario Municipal Board supervises certain financial and other affairs of *municipalities* with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving *municipalities*.

## CIVIL SERVICE COMMISSION

Frost Bldg. S.

Toronto M7A 1Z5

(Location Exceptions Noted)

The Civil Service Commission is a board appointed under the Public Service Act. The Board, composed of a full-time Chairman and six part-time Commissioners, is responsible for the administration of the Act. The Chairman, assisted by the staff of the Civil Service Commission is responsible for providing personnel advice to the Chairman of the Management Board of Cabinet, preparation of Government wide personnel policies and monitoring ministries' adherence to policies.

### CHAIRMAN'S OFFICE

#### ADMINISTRATIVE SERVICES BR

416-965-1463

CIV SERV 1

Provides and coordinates administrative services to the Civil Service Commission and also provides some coordinated services on behalf of the Commission to the ministries.

The *Civil Service Commission Secretariat* (965-5768) coordinates activities regarding Civil Service Commission and management meetings. Also acts as the liaison unit with the Management Board Secretariat for presentations by the Commission staff to the Management Board. Provides administrative support to the Civil Service Commission Chairman, the Commissioners and committee members by preparing agendas and position papers, maintaining records of Commission decisions and researching background information.

The *Charity Trust Office* (965-6489) coordinates campaigns for voluntary contributions of Ontario government employees in support of these *charitable organizations*: the United Way, the Canadian Cancer Society and the Ontario Heart Foundation. Establishes blood donor clinics for Ontario government employees in the Toronto area. (In other areas employees usually take part in local community arrangements.)

Financial & Program Analysis Section (965-5404) provides budgetary services through advice, analysis and control.

The *Ministry Library* at 151 Bloor St. W., 9th Floor (965-7096) maintains reference sources on *personnel* administration and management. The Branch operates the *Ministry reading room* on the 3rd Floor of Frost Building South to provide public access to all Ministry publications, statutes, regulations, and most manuals and internal procedure used by the Ministry.

Manual of Administration Section (965-4768) edits, publishes and distributes *manuals* or policies of the Commission (Personnel matters) to all managers through their ministries.

Personnel Data Systems Section (965-1401) provides technical advice and operational support on systems applications connected with service-wide *personnel* records and analyses of such records and related data.

Personnel Services & Affirmative Action Section (965-2065) provides the Commission and Management Board Secretariat with services, advice and decisions on *personnel* administration. The Manager coordinates the affirmative action program for the Commission.

Staff Services Section (965-5761) supports the *Quarter Century Club* for Ontario Public Service employees with 25 or more years of service, including superannuates, and organizes yearly banquets across Ontario for club members.

#### ADMINISTRATIVE SERVICES BR CHAPLAINCY

CIV SERV 2

151 Bloor St. W., 9th Floor

Toronto M5S 1S4

416-965-3733

The Chaplaincy Section coordinates policies and procedures relating to the provision of *chaplaincy* services in ministries with institutions. Provides liaison between these ministries on a provincial and regional basis.

#### ADMINISTRATIVE SERVICES BR COMMUNICATIONS

CIV SERV 3

151 Bloor St. W., 9th Floor

Toronto M5S 1S4

416-965-5621

The Communications and Publicity Section produces *TOPICAL*, a semi-monthly paper which is distributed to Ontario civil servants including pensioners. *JOB MART*, a second paper containing information on *job* openings within the *Ontario Public Service* is produced as an insert in *TOPICAL* and as a separate publication on intervening weeks. The Section also handles *job* advertising in the press for all Ontario government ministries. Advises Commission staff on *publications* and related matters.

#### PERSONNEL AUDIT BR

CIV SERV 4

416-965-2091

*Personnel Audit Br* provides a continuing internal audit of the application of formal *personnel* administration requirements in the *Ontario Public Service* as a service to senior management in the Commission, and in ministries. Its findings and recommendations serve as a basis for administrative action as required.

#### PUBLIC SERVICE APPEAL BOARDS

CIV SERV 5

80 Dundas St. W.

Toronto M5G 1Z8

416-598-0688

The *Public Service Grievance Board* and the *Public Service Classification Rating Committee* (965-1455) are tribunals which hear *appeals* about grievances of non-bargaining *Ontario Public Service* employees regarding discipline, dismissal, working conditions, *job* classification. The *Crown Employees Grievance Settlement Board* (598-0688) hears grievances arising in bargaining units represented by the *Ontario Public Service Employees Union* (OPSEU), the *Ontario Liquor Boards Employees Union*, the *Canadian Union of Public Employees* (Workmen's Compensation Board, Ontario Housing). The *Ontario Public Service Labour Relations Tribunal* (598-0688) hears *appeals* re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the *Crown Employees Collective Bargaining Act*. Ad hoc arbitration boards hear and adjudicate disputes between *employees* and *unions*.



## SENIOR APPOINTMENTS AND COMPENSATION 416-965-5435

CIV SERV 6

The *Senior Appointments and Compensation Office* provides staff support services for the *Senior Appointments Advisory Committee* and *Senior Manpower Planning Subcommittees*. Implements all aspects of recruitment, appointments, compensation, classification and *career* development for *Ontario Public Service* executive categories.

## STAFF RELATIONS DIVISION

### STAFF RELATIONS DIVISION 416-965-2002

CIV SERV 7

The *Staff Relations Division* represents the Crown as the employer in all *collective bargaining* in the *Ontario Public Service*. Determines and coordinates policy on *labour relations* for all ministries. Collects, analyzes and exchanges *statistics* and other data on *employment* and compensation (*pay policy*) practices in the public and private sectors.

### RECRUITMENT BR POLICY SECTION 416-965-1483

CIV SERV 8

The *Recruitment Br, Policy Section* develops, implements, administers and monitors *Ontario Public Service (OPS)* employees recruitment and staffing, and staffing control policies and procedures. The Section assists in the placement of surplus *Ontario Public Service employees* and analyzes *statistics* on the staff strength of the OPS.

### RECRUITMENT BR STAFFING SECTION 416-965-6081

CIV SERV 9

The *Recruitment Br, Staffing Section* (Main Floor, Frost Bldg. S., Queen's Park) provides staffing or recruitment services for the ministries, agencies, boards and commissions of the Ontario government and an *employment* service to the public. Services to ministries include hiring *personnel* administrators, advice and help in special staffing situations involving *employment* of the *disabled*, placement of *employees* returning to work from extended sick leave (*Long Term Income Protection*) and advice on special education or work programs. Also maintains a *Central Human Resources Inventory*, a file of qualified *job* applicants for use by ministries to fill vacancies. Services to the public include *employment* information and advice (those qualified are placed on the CHRI) and the provision of *job* information to secondary and post-secondary *schools*. Operates the Government of Ontario Temporary (*GO Temporary*) *employment* program. Provides temporary employees upon request, pays the employees and charges the ministry for the service. Qualified persons will be registered and placed in available temporary jobs.

### RECRUITMENT BR TRAINING SECTION 416-965-1483

CIV SERV 10

The *Recruitment Br, Training Section* designs, develops and delivers a comprehensive program of training in the staffing process for *personnel* administrators and line managers of the *Ontario Public Service*. Topics covered include developing selection criteria for *employees*, writing job advertisements, designing rating and ranking systems, developing interview questions and interview skills.



**STAFF DEVELOPMENT BR**

CIV SERV 11

151 Bloor St. W.  
 Toronto M5S 1S4  
 416-965-3935

The Branch has four sections. The Career Counselling Section (965-9604) provides career counselling to *Ontario Public Service employees* in Toronto and selected regional locations. It complements each ministry's *career counselling* program.

The Planning and New Programs Section (965-7095) advises the ministries, Civil Service Commission and Management Board on human resources (*manpower*) planning, development policies and programs and the *quality of working life*.

The Staff Development Services Section (965-1438) identifies staff development needs of *Ontario Public Service employees*. Develops and conducts appropriate learning experiences, e.g. courses, consulting projects, to meet these needs and evaluates the effectiveness of this training. Courses and seminars are held at the *Staff Development Centre*, at Kempenfeldt Bay, Barrie (705-728-2321) and other suitable training locations in the province.

The French Language Services Section (965-6353) provides *French* language training to *Ontario Public Service employees*. Coordinates exchanges of Ontario government employees with Quebec and administers the *Ontario-Quebec Summer Student Exchange* program. Facilitates the participation of public servants in out-of-province *French* training programs. Also assists ministries in recruitment of bilingual staff.

**COMPENSATION DIVISION****BENEFITS POLICY BR**

CIV SERV 12

16-965-9419

The *Benefits Policy Br* develops, recommends, implements and maintains policies with respect to *pensions* and benefit programs for *Ontario Public Service (OPS) employees*. Coordinates public sector pension plans and activities of committees monitoring pension escalation fund and *insurance* programs. Assists Staff Relations Div in negotiating employee benefits in the OPS. Produces, updates and distributes information on benefits and pensions to all civil servants. For questions regarding administration of *benefit plans* all respective ministry personnel branch, or Employee Benefits Branch, Ministry of Government Services, 965-6861.

**CLASSIFICATION BR**

CIV SERV 13

16-965-1022

The *Classification Br* administers the *classification* of all non-executive positions in the *Ontario Public Service (OPS)* except those of senior executives. Develops policy and standards for classification of *Ontario Public Service employees*. Conducts a training program offering courses and seminars on *pay* policy and other compensation for *personnel* administrators and program managers in the *Ontario Public Service*.

**PAY POLICY AND ADMINISTRATION BR**

CIV SERV 14

16-965-6086

The *Pay Policy and Administration Br* makes recommendations to the Commission on *pay* policy concerning *Ontario Public Service employees*. Develops, for approval by Man-

agement Board and in conjunction with Staff Relations Division, the government's objectives in negotiations with *Ontario Public Service Employees Union* (OPSEU) covering pay. Recommends pay revisions for management classes and develops the technology used in the maintenance of pay determination processes, monitoring and cost forecasting systems.

## COMPENSATION

SPECIAL COMPENSATION & TRAINING  
416-965-3056

CIV SERV 15

*Special Compensation and Training* provides advice and consultation on special compensation (*pay policy*) issues with government ministries and agencies. Provides training for personnel officers and line managers in compensation.

## MINISTRY OF COLLEGES & UNIVERSITIES

Mowat Block, 900 Bay St.  
Queen's Park, Toronto M7A 1L2  
(Location Exceptions Noted)

The Ministry of Colleges and Universities administers support funds to 15 provincially-assisted universities, Ryerson Polytechnical Institute and the Ontario College of Art. It supports 22 community colleges and industrial training and apprenticeship programs and administers student assistance programs.

### ADMINISTRATION AND FINANCE DIVISION

#### STUDENT AWARDS BR

MCU 1

416-965-5241

Student Awards Br has many student awards programs that offer *financial assistance* in the form of *loans, grants or bursaries* to Ontario students studying at colleges and universities. Administers four plans based on financial need under the *Ontario Student Assistance Program (OSAP): Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loans Plan and Ontario Special Bursary*. The Branch also awards *fellowships or scholarships* for outstanding university graduate work: The *Ontario Graduate Scholarship*, The *Sir John A. Macdonald Graduate Fellowship*, *Ontario-Quebec Exchange Fellowship* and The *Queen Elizabeth II Ontario Scholarships*. Has programs for students and teachers for bilingual study: *Fellowships for Studying in French, Teacher's Summer Bursary, French Language Instructional Units Teacher's Bursary Program* (Winter Session), *Summer Language Bursary Program* and *Second-language Monitor Program*. Students should apply through the Financial Aid Office located at the post-secondary institution of their choice. For private or out-of-province institutions, contact this Branch.

### UNIVERSITY AFFAIRS DIVISION

#### TEACHER EDUCATION BR

MCU 2

416-965-5477

Approves and reviews programs of both pre-service and in-service teacher education offered by faculties of education. Sets policy concerning regulations relating to *certification of teachers*, vice-principals, principals and supervisory officers. Administers Supervisory Officer's examinations and Principals' Courses.

#### UNIVERSITY RELATIONS BR

MCU 3

416-965-2827

University Relations Branch is responsible for administering the provincial *grants* to Ontario universities. The Branch administers the operating grants formula; develops and analyzes policy proposals with reference to university operations, physical resources and their funding; implements policy decisions; acts as liaison with the *Ontario Council on University Affairs* and maintains government-university relations in general. Answers inquiries about university admissions policies and about highly qualified manpower supply and demand. Publishes the *Operating Formula Manual* for use by university administrators. Coordinates *health sciences education* programs in colleges, universities, and other institutions (965-5543).

## COLLEGE AFFAIRS &amp; MANPOWER TRAINING DIVISION

**APPRENTICESHIP BR**  
 900 Bay St., 9th & 12th Flr.  
 Toronto M7A 2B5  
 416-965-4201

MCU 4

The Branch is involved in training men and women for *employment in industry* through apprenticeship, including both in-school and on-the-job training, and modular training (some training programs are organized into units or modules; an individual is given credit for each module successfully completed). The Branch operates under the *Apprenticeship and Tradesmen's Qualification Act*. Regulations under the Act set standards and conditions of training for regulated trades. Compulsory trade *certification* is required for the following *trades*: construction (e.g. *electricians, plumbers, refrigeration and air conditioning mechanics, sheet metal workers, steamfitters*); motive power trades (e.g. *motor vehicle mechanics, auto body repairers*; and service trades (e.g. *hairstylists*). Certification is voluntary for many other regulated trades (e.g. *carpenters, machinists, tool and die makers, mouldmakers*). The Branch is involved with some 31,000 active apprentices, 12,000 modular trainees, and 200,000 licensed tradesmen.

*Industrial Training Consultants* provide *vocational counselling* services, speak to various interested groups, maintain contact with trainees, employers, unions, and schools. Eleven regions are sub-divided into geographic areas for a total of 29 offices throughout the Province.

Enforcement Officers ensure compliance with the provisions of the Apprenticeship and Tradesmen's Qualification Act.

Contact local Apprenticeship office listed below or refer to the blue pages of a local telephone directory for toll-free number from an area.

Ontario Government Building  
 114 Worsley St.  
**Barrie L4M 1M1**  
 705-737-1431

7 King St., 2nd Flr.  
**Brockville K6V 5V1**  
 613-342-5481

Loyalist College  
 Pioneer Building  
 Wallbridge Loyalist Road  
**Belleville K8P 1Z3**  
 613-968-8671

St. Clair College  
 Thames Campus  
 P.O. Box 2017  
**Chatham N7M 5W4**  
 519-354-9100

Canada Manpower Centre  
 98 Manitoba St.  
 P.O. Box 1351  
**Bracebridge P0B 1C0**  
 705-645-8643

St. Lawrence College  
 Mille Roches Hall  
 801-4th Street E.  
**Cornwall K6H 2K2**  
 613-938-9702

City Hall, Room 229  
 100 Wellington Square  
**Brantford N3T 2M3**  
 519-756-5197

499 King St. E.  
**Hamilton L8N 1E1**  
 416-527-9105



37 Main St. S.  
**Kenora P9N 1S8**  
807-468-3325

Ontario Government Building  
1055 Princess St., Ste. 306  
**Kingston K7L 5T3**  
613-544-2542

520 First St., Unit 19  
**London N5V 3C6**  
519-453-7190

1500 Fisher St.  
Northgate Plaza  
**North Bay P1B 2H3**  
705-474-5546

132 Allan St.  
**Oakville L6J 3N5**  
416-842-2454

Durham College  
Adult Training Centre  
P.O. Box 385  
**Oshawa L1H 7L7**  
416-576-0171

1355 Bank St., Ste. 406  
**Ottawa K1H 8K7**  
613-731-7100

Georgian College  
1150-8th Street E.  
Room 119  
P.O. Box 700  
**Owen Sound N4K 5R4**  
519-376-5790

Algonquin College  
315 Pembroke St. E.  
P.O. Box 203  
**Pembroke K8A 6X3**  
613-735-3911

306 George St. N.  
**Peterborough K9J 3H2**  
705-743-4172

Niagara College  
Wellandvale Campus  
Room A-233  
**St. Catharines L2R 7A7**  
416-684-8543

1323 Exmouth St.  
Ste. 203  
**Sarnia N7S 3Y1**  
519-542-7705

421 Bay St., 4th Flr.  
Station Tower  
**Sault Ste. Marie P6A 1X3**  
705-942-4420

Cambrian College  
1400 Barrydowne Road  
Room 3152  
**Sudbury P3A 3V8**  
705-675-4481

1265 East Arthur St.  
West Arthur Place, 4th Flr.  
**Thunder Bay P7E 6E7**  
807-475-1605

20 Wilcox St.  
**Timmins P4N 3K6**  
705-264-2354

558 Yonge St.  
**Toronto M4Y 1Z1**  
416-965-4211  
(Central)

558 Yonge St.  
**Toronto M4Y 1Z1**  
416-965-6462  
(East)

558 Yonge St.  
**Toronto M4Y 1Z1**  
416-965-0219  
(West)

421 King St. N.  
**Waterloo N2J 4E4**  
519-884-5460

1427 Ouellette Ave., 2nd Flr.  
 Windsor N8X 1K1  
 519-254-8654

COLLEGE AFFAIRS BR  
 416-965-5375

MCU 5

College Affairs Branch is responsible for planning and policy formulation and implementation for the *Colleges* of Applied Arts and Technology (CAATs), often called community colleges. The Branch coordinates and administers the development of post-secondary and adult *education* programs through CAATs and allocates *grants* to the colleges. The colleges work closely with Canada Employment Centres in providing *vocational* training for adults. For information about courses, contact local colleges or the Federal Program Section of College Affairs Branch at 965-0707. The Branch also acts as the secretariat for the *Ontario Council of Regents for CAATs*.

MANPOWER TRAINING BR  
 416-965-6161

MCU 6

Manpower Training Br encourages and assists employers, unions, community colleges and secondary schools to establish *vocational* training programs in skilled occupations. It encourages the creation of *Community Industrial Training Committees* (CITCS) which assess community needs for employment of skilled *manpower* and develop training programs. *Financial assistance* programs include *Employer Sponsored Training* (EST), *Canada Manpower Industrial Training Program* (CMITP) and *Training in Business and Industry* (TIBI). The Branch consults on the implementation of the *Linkage Program*, which enables secondary school *students* to obtain advanced credits towards *certification* in a skilled occupation. It ensures the effective use of *research* into future needs for skilled workers and acts as a clearinghouse of printed and *audio-visual* materials on skills training. The Branch is also responsible for the *Ontario Career Action Program* (OCAP), a *youth employment* program which assists unemployed youth (ages 16-24) to prepare for employment, primarily in the private sector (965-0668).

AGENCIES

COLLEGE RELATIONS COMMISSION  
 111 Avenue Rd., Ste. 400  
 Toronto M5R 3J8  
 416-922-7679

MCU 7

College Relations Commission was established in 1975 to oversee the *collective bargaining* process between the *Ontario Council of Regents for CAATs* (Colleges of Applied Arts and Technology) and the *Ontario Public Service Employees Union* representing both academic and support staff. The Commission monitors and assists in negotiations, supervises staff votes and advises the Lieutenant Governor in Council when a strike or lockout is jeopardizing student education.

ONTARIO COUNCIL OF REGENTS FOR CAATs  
 416-965-4234

MCU 8

Ontario Council of Regents for CAATs evaluates the effectiveness of *Colleges* of Applied Arts and Technology (CAATs); provides policy guidelines; approves requests for new programs; approves master plans and their modifications; reviews college multi-year

plans; establishes salaries, wages, and terms and conditions of employment for college staffs; establishes *collective bargaining* policy for academic and support staffs; and appoints the Boards of Governors. The Council has a full-time executive secretary but additional secretariat services are provided by MCU College Affairs Branch.

#### ONTARIO COUNCIL ON UNIVERSITY AFFAIRS

MCU 9

700 Bay St.

Toronto M5G 1Z6

416-965-5233

The Ontario Council on University Affairs (OCUA) advises the Minister of Colleges and Universities and the Lieutenant Governor in Council on matters concerning the 15 provincially-assisted *universities*, *Ryerson Polytechnical Institute*, the *Ontario Institute for Studies in Education*, the *Ontario College of Art*, and the *Bar Admission Course (Law Society of Upper Canada)*.

## MINISTRY OF COMMUNITY & SOCIAL SERVICES

Hepburn Block, 80 Grosvenor St.

Toronto M7A 1E9

(Location Exceptions Noted)

The Ministry of Community and Social Services provides programs and services for families, including adults and children, senior citizens, the handicapped (those with physical, emotional or educational handicaps), the mentally retarded, and those in financial need. It makes available various kinds of assistance to people in the above categories through local governments, private agencies and charitable organizations. The Ministry's involvement varies and may include funding, developing programs, setting guidelines, consulting, licensing and supervision. At the time of writing, the Ministry was in the process of implementing a major re-organization which is scheduled to be in place by April, 1981.

### DEPUTY MINISTER'S OFFICE

#### SENIOR ADVISOR TO THE MINISTER

COMSOC 1

The Senior Advisor to the Minister will provide high level liaison, analysis and follow-up, on behalf of the Minister and the Deputy, with the Ministry's service users. The Advisor will advise the Minister on a regular basis, will undertake special investigations and issue resolutions, and will provide senior liaison with Ministry interest groups.

#### FEDERAL-PROVINCIAL RELATIONS COORDINATION

COMSOC 2

This Office, to be headed by an Executive Coordinator, is being formed so that the Ministry can pursue a more strategic approach in influencing the process and framework for *federal-provincial* negotiations and also so that the Ministry can examine the roles of all three levels of government in the organization and delivery of social services. This Office will undertake a review, with the federal counterparts, of *federal-provincial* cost-sharing agreements and constitutional policy issues. The Executive Coordinator will also examine alternate mechanisms which might be established to review the issues of the roles, financing, organization and delivery of social services.

#### COMMUNICATIONS BR 416-965-7825

COMSOC 3

The Branch informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The Branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials. Also, it provides assistance (e.g. consultation, publications, *films*, slide/tape programs, displays, etc.) to the public, municipalities and social agencies to explain programs.

#### FRENCH LANGUAGE SERVICES 416-965-9794

COMSOC 4

The French Language Services Coordinator implements within this Ministry the government's policy on French language services (the provision of such services to the Franco-Ontarian public).



**LEGAL SERVICES BR**

COMSOC 5

416-965-5147

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Services Branch is responsible to the Attorney General's Office.

**OPERATIONS DIVISION  
CHILDREN'S AND ADULTS' SERVICES**
**OPERATIONS DIVISION, CHILDREN'S AND  
ADULTS' SERVICES**

COMSOC 6

416-965-7683

Headed by an Assistant Deputy Minister, the Operations Division is responsible for the delivery of all existing children's and adults' services programs within this Ministry. Operations services include all decentralized program delivery structures plus centralized operational support planning and control mechanisms. Decentralized service delivery will be undertaken through the Regional Directors and Area Managers in the Ministry's regional, area and local offices, and through all provincially run facilities (i.e., those for the mentally retarded, the training schools, and observation and detention homes for children). The functions of the Regional Directors and the area offices plus the four executive positions supporting the Assistant Deputy Minister of Operations (Executive Coordinator, Institutions; Director, Income Maintenance Decentralization Project; Director, Program Information; Director, Operational Support) are described individually in the entries that follow.

**INSTITUTIONS, COORDINATION**

COMSOC 7

416-965-6231

The Executive Coordinator of Institutions, functioning centrally from Queen's Park, will support the Assistant Deputy Minister of Operations in matters of administrative and developmental program standards, overall consistency in management and professional methods, and coordination of operational planning and the 'hotel function' (i.e., food service, laundry, housekeeping, power plant, etc.) in the institutions.

The institutions (which include facilities for the mentally retarded, training schools and juvenile observation and detention homes for children) report to the Regional Director of each region. An Institutions Coordinator is located in each regional office to assist the Regional Director in the provision of planning and support mechanisms, program and management directions, and operational priorities and planning.

The training schools and juvenile observation and detention homes for children are listed under the Juvenile Corrections Program entry (COMSOC 27). The services for the mentally retarded and their families are delivered through 17 government-operated facilities (listed below), 10 community/board-operated facilities, and four diagnostic and assessment centres.

The Operations Division provides a comprehensive range of treatment and training programs and services in facilities for persons with developmental disabilities. It supports

and promotes the development of community programs and accommodation alternatives to encourage integration of the developmentally handicapped into society.

Assessment and diagnostic services for the community are offered in addition to crisis intervention, parent relief, residential care, *nursing* and *medical* care, and treatment programs. The facilities operate behavior modification programs and other highly specialized services and offer programs of instruction for parents and staff in the care and training of the mentally retarded. Specialized programs of research and education into the causes, prevention and treatment of mental retardation are conducted and supported. Skills training workshops are offered in a number of facilities. Recreational and social activities as well as a full range of consulting and advisory services to support the daily operations and management of facilities for the *mentally retarded* are provided.

The Division has funding responsibility for four diagnostic and assessment centres located at Hamilton, Ottawa, Sudbury, and Windsor. For specific information about residential and other services within one of the four Ontario regions, contact the Regional Directors listed below. The mental retardation facilities in each region which are owned and operated by the Ministry are also listed below.

## CENTRAL REGION

### *Regional Director (Adults')*

110 Eglinton Ave. W.

**Toronto M4R 2C9**

416-965-0112

### *Regional Director (Children's)*

110 Eglinton Ave. W.

**Toronto M4R 2C9**

416-965-0112

### *Adult Occupational Centre Edgar*

P.O. Box 12000

**Barrie L4M 4W3**

705-728-6910

### *Pine Ridge*

P.O. Box 130

**Aurora L4G 3H3**

416-364-6269

### *Huron Regional Centre*

P.O. Box 1000

**Orillia L3V 6L2**

705-326-7361

### *Surrey Place Centre*

2 Surrey Place

**Toronto M5S 2C2**

416-925-5141

## NORTHERN REGION

### *Regional Director*

1473 Queen St. E., 2nd Flr.

**Sault Ste. Marie P6A 1Z6**

705-949-8252

### *Muskoka Centre*

P.O. Box 280

**Gravenhurst P0C 1G0**

705-687-2201

### *Northwestern Regional Centre*

580 Algoma St. N.

Box 3270

**Thunder Bay P7B 5J8**

807-345-0576

## SOUTHEASTERN REGION

### *Regional Director*

336 Alfred St.

**Kingston K7L 3S5**

613-549-5932

### *St. Lawrence Regional Centre*

Box 1050

**Brockville K6V 5W7**

613-345-1461

*D'Arcy Place*  
709 D'Arcy Street  
P.O. Box 110  
**Cobourg K9A 4L5**  
416-372-3341

*Prince Edward Heights*  
P.O. Box 449  
**Picton K0K 2T0**  
613-476-2105

*Rideau Regional Centre*  
P.O. Box 2000  
**Smiths Falls K7A 4T7**  
613-283-2990

*Durham Centre for the  
Developmentally Handicapped*  
Box 613  
**Whitby L1N 5S9**  
416-668-7745

## SOUTHWESTERN REGION

*Regional Director*  
1195 Dufferin Ave., 5th Flr.  
**London N6A 1K7**  
519-438-8344

*Oxford Regional Centre*  
P.O. Box 310  
**Woodstock N4S 7X9**  
519-539-1251

*Southwestern Regional Centre*  
*Cedar Springs*  
P.O. Box 1000  
**Blenheim N0P 1A0**  
519-676-5431

*Blewater Centre*  
P.O. Box 71  
**Goderich N7A 3Y8**  
519-524-7331

*Childrens Psychiatric Research  
Institute (C.P.R.I.)*  
P.O. Box 2460  
Terminal A  
**London N6A 4G6**  
519-471-2540

*Midwestern Regional Centre*  
P.O. Box 400  
**Palmerston N0G 2P0**  
519-343-2015

*St. Thomas Adult Rehabilitation  
and Training Centre (START)*  
P.O. Box 2052  
**St. Thomas N5P 3X1**  
519-633-4081

## INCOME MAINTENANCE DECENTRALIZATION PROJECT

COMSOC 8

2195 Yonge St., 10th Flr.  
Toronto  
416-965-2648

This Project coordinates the ongoing decentralization of the Family Benefits Program delivery function from the head office to the area offices.

## OPERATIONAL SUPPORT BR

COMSOC 9

700 Bay St., 9th Flr.  
Toronto

This Branch provides operational and support services to the Assistant Deputy Minister of Operations, as well as support services to the Ministry's regional, area and local offices and municipally- and agency-delivered social service programs.

Operations responsibilities include program coordination and supervision of the regions.



Adoption Coordinator (965-2802) coordinates provincial, national and international *adoptions* services and prepares the syndicated newspaper column, *Today's Child*, as an adoption aid (965-6559).

Support services include *financial assistance* to community-based community support programs. The community support programs include *debt* and *credit* counselling services, *family counselling* services, *homemakers* and *nursing* services, half-way houses for *alcoholics*, former *inmates* or ex-offenders and the socially disadvantaged, and support services for physically *disabled* adults in designated projects. For information and services relating to specific programs, contact the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 11).

## PROGRAM INFORMATION BR

COMSOC 10

This Branch will provide an internal conduit for quick responses to many important and contentious operational issues which arise from questions in the Legislature, from the press and from other contacts within the Minister's, the Deputy Minister's and the Assistant Deputy Ministers' offices.

## REGIONAL ORGANIZATION CHILDREN'S AND ADULTS' OPERATIONS

COMSOC 11

The Ministry's designation of Ontario under four regions (North, Southeast, Southwest and Central) will continue to exist. While directorships for both children's and adults' services have been integrated in the North, Southeast and Southwestern regions, the Central Region will continue in the interim to function under separate Children's and Adults' Services Regional Directors; this is in recognition of the particular complexities of the Central Region and also to ensure that during the continued development of children's programs, there is a clearly identified focus for children (since the majority of head offices of agencies, professional and federated associations and interest groups are located in the Central Region). It is anticipated that the administration of the Central Region will eventually be changed to parallel the other three regions.

The Regional Directors provide general management (including resource allocation) and coordination for all Ministry-run and Ministry-funded programs within their four geographic areas. They carry out this responsibility by coordinating the activities of the area offices (which function separately as adults' services or children's services area offices), the local offices for adults' services and all provincially-run facilities (i.e., facilities for the mentally retarded, the training schools and observation and detention homes for children). Twenty-four area offices (12 adults' and 12 children's) and 71 Adults' Services local offices deliver or fund all Ministry programs with the exception of provincially-run facilities.

Programs that are delivered by the Adults' Services area and local offices include: Family Benefits, Vocational Rehabilitation Maintenance Allowances, Handicapped Children's Program, General Welfare Assistance, Work Incentive Program, Employment Programs, Mental Retardation Community Programs for adults and Senior Citizens' Program. These programs, along with the Soldiers' Aid Commission, are described individually in the entries that follow.

Programs that are delivered by the Children's Services area offices include: Child Welfare (Children's Aid Societies), Day Nurseries, Children's Institutions, Probation and Aftercare services for children (Juvenile Corrections), Children's Mental Health Service-



es, and Mental Retardation Community Programs for children. These programs, along with the Child Abuse Program, are described individually in the entries that follow.

The Ministry's regional, area and local offices are listed below.

## CENTRAL REGION

*Regional Director,  
Adults' Services*  
110 Eglinton Ave. W., 3rd. Flr.  
**Toronto M4R 2C9**  
416-965-0112.

*Regional Director,  
Children's Services*  
110 Eglinton Ave. W., 3rd Flr.  
**Toronto M4R 2C9**  
416-481-5156

*Barrie Area Office, Adults'*  
70 Collier St.  
Box 910  
**Barrie L4M 4Y6**  
416-737-1311

*Local Office, Adults'*  
168 Hurontario St.  
Box 155  
**Collingwood L9Y 2M2**  
705-445-4461

*Local Office, Adults'*  
265 First St.  
Box 398  
**Midland L4R 3N8**  
705-526-3744

*Local Office, Adults'*  
80 Colbourne St. W.  
**Orillia L3V 2Y7**  
705-325-7408

*Peel Local Office, Adults'*  
90 Dundas St. W., 2nd Flr.  
**Mississauga**  
416-276-7670

*York Local Office, Adults'*  
251 Edward St.  
**Aurora L4G 3M7**  
416-727-3156

*Toronto Area Office, Adults'*  
110 Eglinton Ave. W., 5th Flr.  
**Toronto M4R 2C9**  
416-965-8449  
416-965-5103 (Senior Citizens)

*Local Office, Adults'*  
110 Eglinton Ave. W., 4th Flr.  
**Toronto M4R 2C9**  
416-965-5895  
416-965-5103 (Senior Citizens)  
(Northwest)

*Local Office, Adults'*  
252 Parliament St.  
**Toronto M5A 3A4**  
416-362-6111  
416-965-5103 (Senior Citizens')  
(Southeast)

*Local Office, Adults'*  
1911 Eglinton Ave. E.  
**Toronto M1L 2L6**  
416-750-3516  
416-965-5103 (Senior Citizens)  
(Northeast)

*Local Office, Adults'*  
121 Kennedy Ave., 2nd Flr.  
**Toronto M6S 2X8**  
416-968-3258  
416-965-5103 (Senior Citizens)  
(Southwest)

*Area Office, Children's Services*  
110 Eglinton Ave. W.  
**Toronto M4R 2C9**  
416-481-5156 (Regional)  
416-965-9943 (Area)  
(Serves Toronto Area)

*Area Office, Children's Services*

70 Collier St. W.

4th & 5th Flr.

**Barrie L4M 4Y6**

705-737-1311

(Peel, Simcoe, and York)

**SOUTHWEST REGION**

*Regional Director*

195 Dufferin Ave., 5th Flr.

**London N6A 1K7**

519-438-8344

*Hamilton Area Office, Adults'*

110 Main St. E., 40th Flr.

**Hamilton L8N 3N9**

416-526-9300

*Local Office, Adults'*

7 Charlotte St.

**Brantford N3T 5W7**

519-756-5790

*Local Office, Adults'*

5017 Victoria Ave.

**Niagara Falls L2E 4C9**

416-357-0363

*Local Office, Adults'*

345 Lakeshore Road E., Ste. 214

**Oakville L6J 1J5**

416-844-1221

*Local Office, Adults'*

110 James St.

Box 176

**St. Catharines L2R 6S4**

416-688-3022

*Local Office, Adults'*

266 Division St.

**Welland L3B 4A4**

416-735-6510

*London Area Office, Adults'*

495 Richmond St., 6th Flr.

**London N6A 5A9**

519-438-5111

*Local Office, Adults'*

101 Union St.

**Simcoe N3Y 2A6**

519-426-9350

*Local Office, Adults'*

380 Hibernia

**Stratford N5A 5W3**

519-271-1530

*Local Office, Adults'*

306 Talbot St.

**St. Thomas N5P 1B6**

519-631-3032

*Local Office, Adults'*

199 Josephine St.

**Wingham N0G 2W0**

519-357-3370

*Waterloo Office, Adults'*

Waterloo Square

75 King St. S., 5th Flr.

**Waterloo N2J 1P2**

519-886-4700

*Local Office, Adults'*

150 Main St., 3rd. Flr.

**Cambridge N1R 6P9**

519-623-1230

*Local Office, Adults'*

15 Yarmouth St.

**Guelph N1H 4G2**

519-822-7500

*Local Office, Adults'*

945 3rd Ave. E.

**Owen Sound N4K 5R4**

519-376-1951

*Local Office, Adults'*

1 Victoria St.

**Walkerton N0G 2V0**

519-881-0977

*Windsor Area Office, Adults'*

250 Windsor Ave., 1st Flr.

**Windsor N9A 6V9**

519-254-1651

*Local Office, Adults'*  
40 Centre Square  
**Chatham N7M 5W3**  
519-352-5040

*Local Office, Adults'*  
18 Selkirk Ave.  
**Leamington N8H 3B3**  
519-326-2511

*Local Office, Adults'*  
177 Russell St. N.  
**Sarnia N7T 6R5**  
519-337-3246

*Area Office, Children's Services*  
195 Dufferin Ave.  
**London N6A 1K7**  
519-438-8344 (Regional)  
519-438-8387 (Area)  
(Elgin, Essex, Haldimand-Norfolk,  
Huron, Kent, Lambton, Middlesex,  
Oxford & Perth)

*Area Office, Children's Services*  
499 King St. E., 2nd Flr.  
**Hamilton L8N 1E1**  
416-525-6431  
(Brant, Halton, Hamilton-Wentworth,  
Wellington-Waterloo, Bruce,  
Dufferin, Grey & Niagara)

## SOUTHEAST REGION

*Regional Director*  
336 Alfred St.  
**Kingston K7L 3S5**  
613-549-5932

*Kingston Area Office, Adults'*  
1055 Princess St., Ste. 103  
**Kingston K7L 5T3**  
613-544-6206

*Local Office, Adults'*  
Hasting Centennial Manor  
Box 99  
**Bancroft K0L 1C0**  
613-332-3410

*Local Office, Adults'*  
14 Bridge St. W.  
Box 816  
**Belleville K8N 3B5**  
613-962-9562

*Local Office, Adults'*  
97 Thomas St. E.  
**Napanee K7R 1L1**  
613-354-9447

*Ottawa Area Office, Adults'*  
2197 Riverside Dr.  
Pebb Bldg., Ste. 201  
**Ottawa K1H 7X3**  
613-737-5520

*Local Office, Adults'*  
28 Main St. N.  
Box 520  
**Alexandria K0C 1A0**  
613-525-3524

*Local Office, Adults'*  
Opeongo Line, 2nd Flr.  
**Barry's Bay K0J 1B0**  
613-756-3506

*Local Office, Adults'*  
51 King St. E.  
**Brockville K6V 1A7**  
613-345-1200

*Local Office, Adults'*  
St. Isidore Rd.  
Box 309  
**Casselman K0A 1M0**  
613-764-3115

*Local Office, Adults'*  
132 Second St. E.  
Box 1358  
**Cornwall K6H 5V4**  
613-932-3381

*Local Office, Adults'*  
21 Nelson St.  
Box 188  
**Hawkesbury K6A 1L4**  
613-632-8788

*Local Office, Adults'*  
Old High School  
Ottawa St.  
**Morrisburg K0C 1X0**  
613-543-2811

*Local Office, Adults'*  
169 William St.  
**Pembroke K8A 1N7**  
613-732-2631

*Local Office, Adults'*  
Box 37  
**Perth K7H 3E7**  
613-267-4200

*Local Office, Adults'*  
315 Raglan St. S.  
**Renfrew K7V 1R6**  
613-432-4886

*Local Office, Adults'*  
1964 Laurier Ave.  
Box 49  
**Rockland K0A 3A0**  
613-446-5840

*Peterborough Area Office, Adults'*  
277 George St. N., Ste. 104B  
**Peterborough K9J 3G9**  
705-748-5883

*Local Office, Adults'*  
78 University Ave. E.  
Box 968  
**Cobourg K9A 4W4**  
416-372-6155

*Local Office, Adults'*  
322 Kent St. W.  
Box 7000  
**Lindsay K9V 5E5**  
705-324-6128

*Local Office, Adults'*  
11 Simcoe St. N., 2nd Flr.  
**Oshawa L1G 4R7**  
416-576-9001

*Local Office, Adults'*  
139 George St. N.  
**Peterborough K9J 3G6**  
705-742-9292

*Area Office, Children's Services*  
336 Alfred St.  
**Kingston K7L 3S5**  
613-549-6461

*Area Office, Children's Services*  
1055 Princess St., Ste. 305  
**Kingston K7L 5T3**  
613-549-6470  
(Dundas, Glengarry, Leeds-Grenville,  
Lanark, Ottawa-Carleton, Stormont,  
Renfrew, Prescott-Russell, Frontenac,  
Hastings, Lennox & Addington,  
Prince Edward)

*Area Office, Children's Services*  
900 Lady Ellen Place, Room 22  
**Ottawa K1Z 5Z5**  
613-722-3494

*Area Office, Children's Services*  
263 1/2 George St. N.  
**Peterborough K9J 3G6**  
705-743-1624  
(Durham, Haliburton, Northumberland,  
Peterborough & Victoria)

## **NORTH REGION**

*Regional Director*  
473 Queen St. E., 2nd Flr.  
**Sault Ste. Marie P6A 1Z5**  
705-949-8052

*Sudbury Area Office, Adults'*  
111 Larch St., Ste. 801  
**Sudbury P3E 4T5**  
705-674-7543

*Local Office, Adults'*  
Courthouse, 3 Dominion St.  
Box 838  
**Bracebridge P0B 1C0**  
705-645-2991



*Local Office, Adults'*  
4 Michigan Ave.  
**Blind River P0R 1B0**  
705-356-2263

*Local Office, Adults'*  
14 Young St.  
**Chapleau P0M 1Z0**  
705-864-0429

*Local Office, Adults'*  
9 Ontario Ave.  
**Elliot Lake P5A 1M7**  
705-848-7153

*Local Office, Adults'*  
Espanola Mall, Hwy. 68  
**Espanola P0P 1C0**  
705-869-1532

*Local Office, Adults'*  
Meredith/Eleanor Sts.  
**Gore Bay, Manitoulin Is. P0P 1Z0**  
705-282-2288

*Local Office, Adults'*  
66 Front St.  
**Hornepayne P0M 1Z0**  
807-868-2464

*Local Office, Adults'*  
222 McIntyre St. W., Ste. 408  
**North Bay P1B 2Y8**  
705-474-3540

*Local Office, Adults'*  
76 Church St.  
**Parry Sound P2A 1Z1**  
705-746-2717

*Local Office, Adults'*  
123 March St., Ste. 304  
Box 68  
**Sault Ste. Marie P6A 2Z5**  
705-256-5666

*Local Office, Adults'*  
Hwy. 11, Toronto Ave. N.  
Box 161  
**South River P0A 1X0**  
705-386-2571

*Local Office, Adults'*  
53A William St., Box 160  
**Sturgeon Falls**  
705-753-1611

*Local Office, Adults'*  
127 Cedar St., 3rd Flr.  
Box 1120  
**Sudbury P3E 4S6**  
705-674-3151

*Local Office, Adults'*  
1760 Regent St., 2nd. Flr.  
**Sudbury P3E 3Z8**  
705-674-3151

*Local Office, Adults'*  
54 Broadway Ave., Ste. 4  
**Wawa P0S 1K0**  
705-856-2303

*Thunder Bay Area Office, Adults'*  
710 Victoria Ave.  
**Thunder Bay P7C 1P7**  
807-475-1300

*Local Office, Adults'*  
475 Government Rd.  
Box 3000  
**Dryden P8N 2P6**  
807-223-2241

*Local Office, Adults'*  
338 Scott St.  
Box 760  
**Fort Frances P6A 1G9**  
807-274-9846

*Local Office, Adults'*  
1405 Main St., Box 1029  
**Geraldton P0T 1M0**  
807-854-1840

*Local Office, Adults'*  
104 Government Rd., Box 429  
**Keewatin P0X 1C0**  
807-547-2801

*Local Office, Adults'*  
Ontario Government Bldg.  
Box 827  
**Red Lake P0V 2M0**  
807-727-2174

*Local Office, Adults'*  
110 Front St., Box 338  
**Sioux Lookout P0V 2T0**  
807-737-3813

*Timmins Area Office, Adults'*  
Box 1720  
**South Porcupine P0N 1H0**  
705-235-3363

*Local Office, Adults'*  
171 Fourth Ave., Box 310  
**Cochrane P0L 1C0**  
705-272-4846

*Local Office, Adults'*  
1405 Edward St.  
**Hearst P0L 1N0**  
705-362-4238

*Local Office, Adults'*  
22 Byng Ave., Box 44  
**Kapuskasing P5N 1W4**  
705-335-6108

*Local Office, Adults'*  
8 Hudson Bay Ave., Box 398  
**Kirkland Lake P2N 3J1**  
705-567-3391

*Local Office, Adults'*  
First St., Box 160  
**Moosonee P0L 1Y0**  
705-336-2984

*Local Office, Adults'*  
Box 2260  
**New Liskeard P0J 1P0**  
705-647-7447

*Local Office, Adults'*  
12 Elm St. N.  
**Timmins P4N 6A1**  
705-264-9407

*Area Office, Children's Services*  
473 Queen St. E.  
**Sault Ste. Marie P6A 1Z5**  
705-949-8052

*Area Office, Children's Services*  
P.O. Box 1720  
**South Porcupine P0M 1H0**  
705-235-3363  
(Cochrane & Timiskaming)

*Area Office, Children's Services*  
111 Larch St., Ste. 801  
**Sudbury P3E 4T5**  
705-674-7543  
(Algoma, Manitoulin, Muskoka,  
Nipissing, Parry Sound &  
Sudbury)

*Area Office, Children's Services*  
710 Victoria Ave., Ste. 301  
**Thunder Bay P7C 5P7**  
807-475-1345  
(Kenora, Rainy River,  
Thunder Bay)

**INCOME MAINTENANCE PROGRAM**  
2195 Yonge St.  
Toronto M7A 1G9

COMSOC 12

The Income Maintenance Program ensures a responsive and controlled system of financial assistance enabling persons in need to obtain a basic level of economic well-being and an opportunity for self-development and independence. Income Maintenance programs include Family Benefits, Vocational Rehabilitation Maintenance Allowances, the Handicapped Children's Program, General Welfare Assistance, Work Incentive Programs and the Soldiers' Aid Commission. These programs are described individually in

the entries that follow. All income maintenance programs (except General Welfare Assistance) are delivered through the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 11).

**FAMILY BENEFITS  
(INCOME MAINTENANCE PROGRAM)**

COMSOC 13

2195 Yonge St.  
Toronto M7A 1G1

The Family Benefits Program provides *financial assistance* to persons who are in need for a prolonged period of time. It is intended for *mothers* raising children alone, the handicapped, the *blind*, permanently *unemployable* fathers or single persons, foster *children* and qualified elderly women over 60. If need is shown, a monthly allowance and other benefits (*health insurance*, *prescribed drugs*, *dental* care, eyeglasses, hearing aids) are provided. The allowance for the *disabled* and the *blind* is also known as *GAINS-D* (Guaranteed Annual Income System, Disabled). To apply for family benefits contact the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 11).

**GENERAL WELFARE ASSISTANCE  
(INCOME MAINTENANCE PROGRAM)**

COMSOC 14

2195 Yonge St.  
Toronto M7A 1G1

The General Welfare Assistance (GWA) Program provides short-term *financial assistance* to help pay for necessities when a person suffers loss of income. GWA is administered by municipalities and Indian Band Councils or by the province in unorganized territories. GWA has four kinds of financial assistance based on need. General Assistance (*welfare*) provides for ordinary living expenses, Special Assistance provides for extraordinary living expenses, e.g. *prescribed drugs*, *dental* care, *prosthetics* (incl. eyeglasses, hearing aids) and for *burials*. Supplementary Aid is issued for extraordinary living expenses (as above) to recipients of Family Benefits, Old Age Security, Spouse's Allowance, GAINS-A (senior citizens), GAINS-D (blind & disabled). *Incentive Allowances* are paid to those under a work activity project. To apply for general welfare assistance, contact municipal welfare offices and Indian Band Councils. In unorganized territories contact the adults' services area and local offices listed under this Ministry's Regional organization entry (COMSOC 11).

**HANDICAPPED CHILDRENS' PROGRAM  
(INCOME MAINTENANCE PROGRAM)**

COMSOC 15

2195 Yonge St.  
Toronto M7A 1E9

The Handicapped Children's Program provides a special allowance of up to \$200 per month to eligible families caring for severely *disabled children* in their own homes. Services are delivered through the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 11).

SOLDIERS' AID COMMISSION  
(INCOME MAINTENANCE PROGRAM)

COMSOC 16

2195 Yonge St.  
Toronto M4S 2B2  
416-965-4891

The Soliders' Aid Commission provides emergency *welfare* assistance to eligible war *veterans* and/or their dependents who are in need. Administers trust funds accruing from bequests. Contact Commission or closest branch of the Department of Veterans Affairs (DVA) or Royal Canadian Legion.

VOCATIONAL REHABILITATION  
MAINTENANCE  
(INCOME MAINTENANCE PROGRAM)

COMSOC 17

2195 Yonge St.  
Toronto M7A 1G1

The Vocational Rehabilitation Maintenance Allowances Program is designed to provide *financial assistance* as a monthly income to *disabled* persons who are enrolled in a training program and are receiving services from the *Vocational Rehabilitation* Program. The Vocational Rehabilitation Program is described under the Employment Programs entry (COMSOC 20). Services are delivered through the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 11).

WORK INCENTIVE PROGRAM  
(INCOME MAINTENANCE PROGRAM)

COMSOC 18

2195 Yonge St.  
Toronto M7A 1G1

The Work Incentive Program provides a cash allowance for *disabled* and permanently *unemployable* people and for sole-support *mothers* for a period of 24 months and other regular fringe benefits for 27 months to eligible Family Benefits recipients who return to full-time employment. To apply for work incentives, Family Benefits recipients should contact their fieldworker at the appropriate adults' services area or local office listed under this Ministry's Regional Organization entry (COMSOC 11).

SOCIAL SERVICES PROGRAMS

COMSOC 19

The social services programs which are administered through the Ministry's regional, area and local offices include employment programs, mental retardation programs and the senior citizens' program. Each program is described individually under the entries that follow. For information on a specific program, contact the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 11).

EMPLOYMENT PROGRAMS  
(SOCIAL SERVICES PROGRAM)

COMSOC 20

Employment Programs include the delivery of *vocational rehabilitation* services, as well as *financial assistance* and program support for rehabilitation workshops and work activity projects which are administered by local organizations. *Vocational Rehabilitation Services* aims to develop or restore the work capacity of the physically or *mentally handicapped*. Assesses disabled person's abilities and limitations, *counsels* the person through the rehabilitation process, assists the person to gain *employment* and provides



restorative assistance (e.g. *prosthetics*) needed to restore useful physical functioning. These services are delivered through the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 11).

## MENTAL RETARDATION PROGRAMS, ADULTS' COMSOC 21 (SOCIAL SERVICES PROGRAM)

Mental Retardation Programs provide *financial assistance* and program support for community-based programs designed to meet the needs of *mentally retarded* adults in the areas of accommodation, *employment* and training, adult protective services (to enable mentally retarded adults to become self-sufficient in a community setting) and special support projects. Services are directly administered by local associations for the mentally retarded. A Mental Retardation Coordinator works in each area office serving as link between the province and community groups in identifying and planning services for mentally retarded adults. These services are delivered through the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 11).

## SENIOR CITIZENS' PROGRAM COMSOC 22 (SOCIAL SERVICES PROGRAM)

Senior Citizens' Program provides consultation and operating subsidies (*grants*) to *homes for the aged*, residential and extended *health* care and social services in co-operation with municipalities, public and private groups. Assists in community outreach programs such as Home Support, Elderly Persons Centres, Senior Volunteers in Service, Link Skills and Retirement Planning. *Senior Citizens'* Program services are delivered through the adults' services area and local offices listed under this Ministry's Regional Operations entry (COMSOC 11). The general inquiry number for the area office and all local offices in Metro Toronto is 965-5103.

## CHILD ABUSE PROGRAM COMSOC 23 700 Bay St. Toronto M7A 1H2 416-965-3130

The Child Abuse Program was formed to deal with the problem of the abuse of *children*. Its function is mainly of a coordinating nature, encouraging cooperation among agencies involved and bringing together resources to provide ongoing professional and public education on child abuse. Cases of child abuse should be reported to local Children's Aid Societies.

## CHILD WELFARE PROGRAM COMSOC 24

The Child Welfare Program funds, inspects and supervises Children's Aid Societies. *Children's Aid Societies* (CAS) develop programs and provide services to strengthen family life, protect children and prevent circumstances likely to lead to child abuse or neglect. They provide foster and group home parents or institutional care for children assigned or committed to their care; counsel unmarried *mothers* and their children; place children for *adoption* and provide follow-up *counselling* to help *families* adjust to adoption. Private adoptions require the services of a lawyer. For information on the Child Welfare Program, contact the children's services area offices listed under this Ministry's Regional Organization entry (COMSOC 11).

## DAY NURSERIES PROGRAM

COMSOC 25

The Day Nurseries Program supervises and issues *licences* to nursery schools, *day care* centres and private home day care agencies. Provides information and consultation to provincial associations and groups regarding development of programs, staffing and legislation, and special day care programs (e.g. for native peoples, handicapped, etc.). Provides *financial assistance* to *municipalities*, approved groups which are incorporated, and *Indian Band Councils* to establish day nurseries, and to municipalities to provide financial assistance to eligible individuals seeking day care. Maintains *statistics* on day nurseries. Services are delivered through the children's services area offices listed under this Ministry's Regional Organization entry (COMSOC 11).

## INSTITUTIONS, CHILDREN'S SERVICES

COMSOC 26

Under The *Children's Institutions Act* and The *Charitable Institutions Act*, the Division may provide charitable organizations and social agencies with capital and operating *grants* and *subsidies*; also, supervision and consultation to *homes* for unmarried *mothers* and homes for children and youth (juveniles) whose parents are facing family crises, who are *emotionally disturbed*, delinquent, or abusing the use of *drugs*, or who need help to live independently in the community. Under the *Children's Residential Services Act* the Division establishes standards in all children's residential care programs and issues *licences* to individuals or groups operating group homes for three or more children. Services are delivered through the children's services area offices listed under this Ministry's Regional Organization entry (COMSOC 11).

## JUVENILE CORRECTIONS PROGRAM

COMSOC 27

The Juvenile Corrections Program provides observation and detention services (in observation and detention *homes*) for juveniles awaiting court disposition. Supervises juveniles placed on *probation* by family court judges. Operates residential training *schools* for delinquent children or youth. Operates residential training schools for children or youth adjudged delinquent by a family court judge. Through aftercare services, supervises wards graduated from training schools and placed in community programs.

Services and Information concerning the Juvenile Corrections Program are delivered through the children's services area offices listed under this Ministry's Regional Organization entry (COMSOC 11) or through the institutions listed below.

The *Training Schools Advisory Board* advises the Minister on the current state of training schools and the welfare of wards. The plans made for each ward's return to the community are evaluated by the board and an appropriate recommendation is then made to the Minister. This board reviews all programs and adverse reports on wards submitted regularly by the training schools and probation and aftercare officers.

Training Schools, observation and detention homes, probation and aftercare offices and the children's mental health centre (416-741-1210) *Thistletown Regional Centre*, are listed below.

*Training Schools Advisory Board*  
700 Bay St., 2nd Flr.  
**Toronto M7A 1H2**  
416-965-1871

## TRAINING SCHOOLS

*Champlain Training School*  
Postal Bag 20  
**Alfred K0B 1A0**  
613-679-2218

*Pine Ridge Training School and  
Probation and Aftercare (Children)*  
Concession St. E.  
Box 70  
**Bowmanville L1C 3K8**  
416-623-2582

*Brookside Training School*  
Box 169  
**Cobourg K9A 4K6**  
416-372-5451

*Kawartha Lakes Training School*  
Box 4000  
**Lindsay K9V 4S9**  
705-324-6153

*Syl-Apps Youth Centre (Training School)*  
Box 9100  
**Oakville L6J 5E8**  
416-844-4110

*Sprucedale Training School*  
Box 606  
**Simcoe N3Y 4L8**  
519-426-3561

*Cecil Facer Training School*  
Box 850  
**Sudbury P3E 4S3**  
705-522-1250

*St. John's Training School (Private  
Training School)*  
R.R. No. 2  
Box 5000  
**Uxbridge L0C 1K0**  
416-364-0556

## OBSERVATION & DETENTION HOMES

*Amherstburg Observation Home*  
Pike Road R.R. #1  
**Amherstburg M9V 2Y7**  
519-736-6401

*Morton House*  
67 Burton Ave.  
**Barrie L4N 2R9**  
705-737-2441

*Hastings County Family and  
Children's Services Observation  
and Detention Home*  
P. O. Box 186  
311 Front St.  
**Belleville K8N 5A2**  
613-968-6759

*White Oaks Observation &  
Detention Home and  
Children's Psychiatric Hospital*  
Box 1251  
White Oaks Village  
**Hagersville N0A 1H0**  
416-768-3377 (Hospital)  
416-587-2010 (Home)

*Arrell Observation Home for Children*  
1051 Upper James St.  
**Hamilton L9C 3A6**  
416-385-5341

*Juvenile Detention Centre*  
1670 Oxford St. E.  
**London M5V 3G2**  
519-453-7070

*Observation & Detention House*  
475 Iroquois Shore Rd.  
**Oakville L9J 5E8**  
416-844-4110

*Juvenile Observation and  
Detention Home*  
1145 Bronson Place  
**Ottawa K1S 4H4**  
613-566-3970

*Children's Mental Health Centre  
Thistletown Regional Centre*  
51 Panorama Court  
**Rexdale N9V 4L8**  
416-741-1210

*Observation and Detention Home*  
139 Pim St.  
**Sault Ste. Marie P6A 3G9**  
705-256-5987

*Observation and Detention Home*  
354 George St.  
**Toronto M5A 2N3**  
416-923-6051

*Yorklea I*  
67 Everett Cres.  
**Toronto M4C 4P4**  
416-425-5770

*Yorklea IV*  
207-207A Roxton Rd.  
**Toronto M6J 2Y4**  
416-534-7783

#### **PROBATION & AFTERCARE**

3428 Sheppard Ave. E., Ste. 201  
**Agincourt M1T 3K4**  
416-292-2800

1391 Harwood Ave. N.  
**Ajax K1S 2C1**  
416-683-0373

70 Collier St.  
**Barrie**  
705-737-3801

14 Bridge St. W., 2nd Flr.  
Box 816  
**Belleville K8N 3B5**  
613-966-4302

*Pine Ridge Training School and  
Probation and Aftercare*  
Concession St. E.  
Box 70  
**Bowmanville L1C 3K8**  
416-623-2582

3 Dominion St.  
Provincial Court House  
**Bracebridge P0B 1C0**  
705-645-4411

20 Nelson St. W.  
Suites 201 and 203  
**Brampton L6X 2M5**  
416-456-3430

100 Wellington Sq.  
City Hall, 2nd Flr.  
**Brantford N3T 2M3**  
519-752-6505

51 King St. E.  
**Brockville K6V 1A8**  
613-342-4033

440 Elizabeth St.  
**Burlington L7R 2M1**  
416-639-5371

150 Main St.  
The Mall, 3rd Flr.  
**Cambridge N1R 1W4**  
519-623-7271 (Probation)

Box 460  
Munsey St.  
Court House  
**Cayuga N0A 1E0**  
416-772-5303

40 Centre Square, 2nd Flr.  
Box 685  
**Chatham N7M 5W3**  
519-352-1115

14 Yonge St.  
**Chapleau P0M 1K0**  
705-864-0429



Brookside School  
390 King St. E.  
Box 159  
**Cobourg K9A 4K6**  
416-372-5451

Box 119  
**Cochrane P0L 1C0**  
807-272-4348

168 Hurontario St.  
**Collingwood**  
705-445-3301

340 Pitt St.  
P.O. Box 66  
**Cornwall K6M 5R9**  
613-933-6335

475 Government Rd.  
Ontario Govt. Bldg.  
**Dryden P8N 3B3**  
807-223-3321

15 Charles Walk  
L & S Building  
Box 41  
**Elliot Lake P5A 2J6**  
705-848-3900

71 Centre St.  
Box 1090  
**Espanola P0P 1C0**  
705-869-2601

336 Scott St.  
Box 248  
**Fort Frances P9A 1G9**  
807-274-3208

Box 1029  
**Geraldton P0T 1M0**  
807-854-0770

The Court House  
**Goderich N7A 1M6**  
519-524-6282

P.O. Box 691  
**Guelph N1H 6L3**  
519-836-1840

Court House  
Box 624  
**Haileybury P0J 1K0**  
705-672-3397

499 King St. E., 2nd Flr.  
St. John's Place  
**Hamilton L8N 1E1**  
416-525-1765

Box 806  
**Hearst P0L 1N0**  
705-362-5142

144 McPherson Ave.  
Box 295  
**Kapuskasing P5N 2Y4**  
705-335-8267

20 Main St. S., 2nd Flr.  
**Kenora P9N 2S7**  
807-468-9881

166 Queen St.  
**Kingston K7K 1B1**  
613-549-2167

23 Prospect Ave.  
**Kirkland Lake P2N 2V3**  
705-567-9396

1190 King St. E.  
**Kitchener N2G 2N4**  
519-744-6571

440 Kent St. W.  
Box 4000  
**Lindsay K9V 4S9**  
705-324-6128

80 Dundas St, Court House &  
Registry Office  
Terminal 'A', Box 5600  
**London N6A 2P3**  
519-679-7220

303 Midland Ave.  
**Midland L4R 4N9**  
705-526-3715

491 Steeles Ave. E.  
**Milton L9T 1Y7**  
416-878-0302

90 Dundas St. W.  
**Mississauga L5B 1H4**  
416-276-7670

P.O. Box 336  
**Moosonee P0L 1Y0**  
705-336-2780

713 Davis Drive  
**Newmarket L3Y 2R3**  
416-895-1800

4627 St. Clair Ave.  
Box 201  
**Niagara Falls L2E 6T3**  
416-356-1776

Highway 11 and Fisher St.  
**North Bay P1B 2H3**  
705-474-4616

70 First St., Ste. 102  
Professional Building  
**Orangeville L9W 2E5**  
519-941-5101

460 Main St.  
Box 309  
**L'Orignal**  
613-675-4630

80 Colborne St. W.  
**Orillia**  
705-325-7408

650 King St. E.  
Suite 204/206  
**Oshawa L1H 1G5**  
416-723-1119

900 Lady Ellen Place  
**Ottawa K1Z 5L5**  
613-722-3494 (East)  
613-722-6507 (West)

945 Third Ave. E., Ste. 30  
P.O. Box 697  
**Owen Sound N4K 5R4**  
519-376-1951

3 Beechwood Drive  
**Parry Sound P2A 1J2**  
705-746-5809

124 Pembroke St. W.  
Box 275  
**Pembroke K8A 6X3**  
613-735-0608

County Court House  
**Peterborough K9H 3M3**  
705-743-4206

110 James St., 5th Flr.  
Box 176  
**St. Catharines L2R 7E8**  
416-685-4897

145 Curtis St.  
Provincial Court  
P.O. Box 227  
**St. Thomas N5P 3T9**  
519-631-3430

242 Indian Road S.  
Suite 2065  
**Sarnia N7T 3W4**  
519-337-3757

23 Great Northern Road  
Box 353  
**Sault Ste. Marie P6A 5L8**  
705-949-0551

1719 Lawrence Ave. E.  
Suite 204  
**Scarborough M1R 2X7**  
416-751-9042

450 Kennedy Rd.  
**Scarborough M1K 2A8**  
 416-266-4535

Court House  
 No. 3 Highway E.  
 Box 605  
**Simcoe N3Y 4N4**  
 519-428-0380

13 Russell St. E.  
**Smith Falls K7A 1E7**  
 613-283-5663

100 Erie St.  
**Stratford N5A 2W4**  
 519-271-5220

82 Ignatius St.  
**Sudbury P3C 5G3**  
 705-673-3151

710 Victoria Ave.  
 3rd Floor  
**Thunder Bay P7C 5P7**  
 807-475-1485

38 Pine St.  
 Suite 129  
**Timmins P4N 6K6**  
 705-267-7965

121 Kennedy Ave.  
 3rd Floor  
**Toronto M6S 2X8**  
 416-762-7381

194 Gerrard St. E.  
 Main Floor  
**Toronto M5A 3T4**  
 416-965-9948

900 Dufferin St.  
 Suite 209  
**Toronto M5B 2B1**  
 416-965-5177

2032 Gerrard St. E.  
**Toronto M4E 2B1**  
 416-965-2295

2265 Keele St.  
 Suite 1  
**Toronto M6M 3Z7**  
 416-248-3055

311 Jarvis St.  
**Toronto M5B 2C4**  
 416-963-0664

450 Kennedy Rd.  
**Toronto**  
 416-965-9949

1719 Lawrence Ave. E.  
**Toronto**  
 416-965-9950

1 Victoria St. M.  
**Walkerton N0G 2V0**  
 519-881-0977

250 Windsor Ave., 2nd Flr.  
**Windsor N9A 6V9**  
 519-252-2759

## MENTAL HEALTH SERVICES, CHILDREN

COMSOC 28

Mental Health Services, under the *Children's Mental Health Services Act*, authorizes the establishment, funding, issuing of *licences*, and setting of standards of children's mental health services serving *emotionally disturbed children* and youth. Services are delivered through the children's services area offices listed under this Ministry's Regional Organization entry (COMSOC 11).

## MENTAL RETARDATION PROGRAM, CHILDREN

COMSOC 29

Mental Retardation Program, Children provides funding and consultation to agencies offering residential services, foster care, and a variety of community support programs to

developmentally handicapped (*retarded*) children and their families. Community support programs include infant stimulation, behaviour training, respite care, family service workers, and services for developmentally handicapped children who have special needs (hearing or visually impaired, emotional disturbance, etc.). Services are delivered through the children's services area offices listed under this Ministry's Regional Organization entry (COMSOC 11).

## **POLICY AND PROGRAM DEVELOPMENT DIVISION CHILDREN'S AND ADULTS' SERVICES**

### **POLICY AND PROGRAM DEVELOPMENT DIVISION**

COMSOC 30

Headed by an Associate Deputy Minister, the Policy and Program Development Division brings together the policy development and related functions from throughout the Ministry. In addition, some other key activities are being set up to ensure that the Division supports the Ministry and the community in the development, rationalization and harmonization of social services and income maintenance policy. The organizational sections in this Division are Policy Development (Adults'), Policy Development (Children's), and Policy Management which includes Corporate Planning and Program Evaluation, Policy Services, Standards Development, and Intergovernmental Relations. These sections are described individually in the entries that follow.

### **ADULTS' POLICY DEVELOPMENT**

COMSOC 31

Headed by an Executive Coordinator, this section provides a focus for policy development in the area of adults' services. With the general objective of supporting the Ministry and the community in the development, rationalization and harmonization of social services and income maintenance policy, some of its activities include: working with other ministries, the federal and local governments and the voluntary sector; clarifying roles and responsibilities of governments and non-government sectors; developing policies relating to intergovernmental aspects of social service funding; continually reviewing social services legislation. These activities will be undertaken on a project basis.

### **CHILDREN'S POLICY DEVELOPMENT** 416-965-5339

COMSOC 32

Headed by an Executive Coordinator, this section provides a focus for policy development in the area of children's services. The section analyzes the broad policy issues affecting children's services. It defines and delineates policy; develops program priorities; develops and evaluates demonstration projects; coordinates major *research* projects and provides research *grants* for *children's mental health* projects. It ensures participation by the Policy and Program Development Division in the review process for all research and program proposals concerning children. Under the Ministry's decentralization program the Section is involved with the planning and development of local *Children's Services Committees* which will gradually assume responsibility for local children's services.

### **POLICY MANAGEMENT**

### **CORPORATE PLANNING AND PROGRAM EVALUATION BR**

COMSOC 33

This Branch is responsible for coordinating corporate plans for the Ministry and for man



aging the evaluation of its programs. Its planning work will be organizational, coordinative and process oriented rather than being involved in policy development. Branch objectives are to provide services to management in the development of strategies for achieving corporate objectives; to coordinate the corporate planning effort; to stimulate the effective development of formal planning among the divisions; to monitor and register the policy development process, both short and long term; and to develop and manage program effectiveness, *research* and *statistical* studies. The Branch will also maintain an up-to-date registry on all policies in the Ministry.

## POLICY SERVICES BR

COMSOC 34

This group consists of consultants who have expertise in particular constituency issues and specific legislation. The consultants assess, research and analyze issues as they arise and provide the Ministry with policy advice and recommendations. Among the consultants' activities will be involvement in policy development task forces and providing the Associate Deputy Minister of Operations with advice on problem issues.

The Senior Consultant on the Handicapped (965-6299) advises the Ministry on programs and services for the *disabled*; maintains liaison with major agencies, municipalities, other ministries and levels of government on related matters; conducts special investigations, assignments and research on the handicapped. The Senior Consultant on Gerontology (965-5106) performs similar functions in the area of programs and services for *senior citizens*. Conducts Long Term Study on Aging. Programs and services for senior citizens are delivered through the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 11). The senior citizens' program general inquiry number for the area office and all local offices in Metro Toronto is 965-5103.

## STANDARDS DEVELOPMENT UNIT

COMSOC 35

The Standards Development Unit will be responsible for setting and maintaining standards which relate to all program areas. The standards setting function includes conducting assessments of current practices and standards of service and care and establishing reasonable standards which can be implemented within the Ministry's budget. The Unit will also monitor the Ministry's compliance with these standards, and, ultimately, seek ways of reducing their numbers.

## INTERGOVERNMENTAL RELATIONS

COMSOC 36

This Unit is responsible for supporting and coordinating Ministry relations with federal, provincial and municipal governments and with other ministries within the Ontario government. This Unit will not have a policy development function but rather an intergovernmental negotiation and negotiation preparation function.

## FINANCE AND ADMINISTRATION DIVISION

FINANCE AND ADMINISTRATION DIVISION  
416-965-9137

COMSOC 37

Headed by an Assistant Deputy Minister, this Division will provide corporate support to the senior management group through branches and units that perform their functions centrally.

## MANAGEMENT IMPROVEMENT BR

COMSOC 38

1 St. Clair Ave. W.

Toronto M4V 1K6

416-965-7616

The Branch was established in the fall of 1978 to provide a focus for development of improved management and human resource systems across the Ministry. Although progress has been made in improving program management, some work is yet to be done in the area of human resource systems, e.g., performance appraisal, executive development and manpower inventories. The Branch will phase out program management systems development and concentrate on improving human resource systems and staff training with a view to completing its mandate by April 1, 1982. Staff training will be assigned to the Operations Division at that time. The Branch currently coordinates the Ministry's *affirmative action program* to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

## PERSONNEL BR

COMSOC 39

416-965-7991

Personnel Branch works mainly in an advisory capacity with line managers in the regional offices who have primary responsibility for personnel matters within their regions. Personnel Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. Personnel Branch coordinates the Ministry's *youth employment* program and maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU). The Branch is assisted by the Capital & Administrative Services Branch which maintains a Records Registry of personnel, payroll and employee benefits records. Training and Educational Assistance is now the responsibility of the Management Improvement Branch, 965-7616.

MANAGEMENT INFORMATION AND  
OPERATIONAL REVIEW

COMSOC 40

Headed by an Executive Director, Management Information and Operational Review will coordinate and strengthen a range of related activities currently dispersed throughout the Ministry. Its components include the Operational Review and Audit Branch and Management Information and Systems Branch which are described individually in the entries that follow.

MANAGEMENT INFORMATION AND  
SYSTEMS BR

COMSOC 41

This Branch is being established in order to strengthen the overall systems management and information function in the Ministry. It incorporates the Systems Development Branch and the Funding and Information Branch that was under the children's services division. The new Branch's responsibilities include systems development and maintenance, management information support, development of agency funding, common data and reporting processes, consulting and planning.

## OPERATIONAL REVIEW AND AUDIT BRANCH

COMSOC 42

The Branch incorporates the Ministry's Audit Branch, the operational review units that were under the children's services division and the facilities division, and the Ministry's customer service coordination efforts. The Ministry's audit function, which includes the review and appraisal of its financial and operational controls, will not be integrated with the other functions, but audit priorities, process and staff involvement will be integrated into evaluation planning. The Branch will liaise with the program evaluation function in the Policy and Program Development Division, as well as with any specific monitoring functions in the Operations Division.

## ACCOUNTS BR

COMSOC 43

Hepburn Block, 80 Grosvenor St.  
Toronto M7A 2B6  
416-965-2371

Accounts Branch is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

## CAPITAL &amp; ADMINISTRATIVE SERVICES BR

COMSOC 44

416-965-5006

The Branch provides technical expertise and consultative services to municipalities, Indian Band Councils and non-profit or charitable organizations that want to establish facilities for *rehabilitation*, residential, and *community and social services* under various Acts administered by the Ministry. Financial Section (965-9160) controls, processes and records *federal-provincial* transfer payments to municipalities, Indian Band Councils and charitable organizations for the establishment and renovation of facilities and maintains *statistics* on these facilities. The Branch is responsible for the Ministry's fire safety program.

The Branch operates the Ministry *library* (965-2300) which, in turn, operates the Ministry *reading room*. The reading room provides public access to all Ministry publications, statutes and regulations, and most of its manuals and internal procedures. The Branch also maintains the personnel Records Registry (965-0414) and supplies the Ministry with administrative services. These include purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration). The Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies.

## FEDERAL-PROVINCIAL COST SHARING

COMSOC 45

416-965-4765

The Federal Provincial Cost-Sharing Senior Advisor, advises officials of this Ministry and others, such as those of the Ministry of Treasury & Economics, heads of social service agencies, etc. on these *federal-provincial* agreements: *Canada Assistance Plan*, *Vocational Rehabilitation of Disabled Persons*, *Established Programs Financing* and *Agreement Respecting Young Offenders*.



FINANCIAL ADVISORY SERVICES SECTION

COMSOC 46

880 Bay St.  
Toronto M7A 1E9  
416-965-2291

This Section is a staff resource providing professional accounting, financial and business management services at the Ministry corporate level and on request to Ministry's operating divisions and facilities and to social service agencies subsidized or seeking *subsidy* from the Ministry.

FINANCIAL PLANNING & CORPORATE  
ANALYSIS BR

COMSOC 47

416-965-4688

Analyzes and evaluates Ministry programs, coordinates estimates preparation, multi-year financial planning and the Management by Results Program for the Ministry.

AGENCIES

SOCIAL ASSISTANCE REVIEW BOARD

COMSOC 48

Macdonald Block, Room M1-56  
Queen's Park M7A 1E9  
416-965-2363

The Social Assistance Review Board holds hearings of appeals requested by individuals regarding decisions on General *Welfare* Assistance, *Vocational Rehabilitation* Services, *Guaranteed Annual Income System* or *GAINS-A* (income supplement for senior citizens) and *GAINS-D* (income supplement for the blind and disabled), *Family Benefits* (financial allowances for single mothers, the blind and disabled, permanently unemployable fathers, foster children, severely handicapped children), and co-payment (exemption from payment for chronic care services provided under the *Health Insurance Act*).



## MINISTRY OF CONSUMER & COMMERCIAL RELATIONS

555 Yonge St.

Toronto M7A 2H6

(Location Exceptions Noted)

The Ministry of Consumer & Commercial Relations is responsible for programs that affect business and the consumer. These include licensing, registration and inspection of business establishments to promote a high level of ethical business conduct; licensing and inspection of technical and operational situations to ensure safety; registration of documents related to all aspects of real and personal property ownership. The Ministry ensures a reasonable standard of decency in films shown in Ontario and controls the use and availability of beverage alcohol.

### MINISTRY MAIN OFFICE

#### COMMUNICATIONS SERVICES BR

CCR 1

In Toronto, call:

News & Information Section, 963-0339;

Consumer Information Centre, 963-1111.

Outside Toronto, call collect 963-1111.

The Branch establishes communications policy for the Ministry and advises its branches on communications problems. It provides communications support to the Minister and the Deputy Minister. The Branch comprises a News & Information Section and the Consumer Information Centre.

The News & Information Section (963-0339) informs the public, client groups and the media about the Ministry's activities and develops all communications programs for the Ministry. In addition to media liaison and answering public inquiries, the Section produces and distributes publications, news releases and audio-visual materials.

The *Consumer Information Centre* (963-1111) accepts collect calls from Ontario consumers outside Toronto. The Centre provides bilingual *consumer* information service for the general public. The Centre's *library* (963-0200) provides consumer and *business* resource materials, previewing of materials by mail for consumer educators, and consulting services to professionals working with consumers in the field. The Ministry *reading room*, attached to the *Library*, provides public access to all Ministry publications, statutes and most manuals and internal procedures used by the Ministry.

#### FINANCE & SYSTEMS BR

CCR 2

10 Wellesley St. E.

Toronto M7A 2J3

416-963-0261.

Provides all programs of the Ministry with financial management and accounting services such as payroll reconciliation, accounts payable, formulation of program estimates and branch budgets. Receives and processes all revenue received by the Ministry. Develops Ministry policies and procedures regarding financial control and management performance reporting systems. Provides service and professional advice to Ministry management on all facets of systems development and electronic data processing including the definition, development and documentation of the Ministry's computerized or manual information and administrative systems. It provides Ministry liaison with Government Services' Communications and Computer Services Division. For government systems de-

velopment policy and supplier's list, see Management Board of Cabinet Secretariat, Management Technology Branch, MB 6.

**FINANCE & SYSTEMS BR ADMINISTRATIVE SERVICES BR**

CCR 3

10 Wellesley St. E.  
Toronto M7A 2H8  
416-963-0396

Provides the Ministry with the purchasing of goods and services, supply management, printing, duplicating, mail and transportation services, records and forms management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration). Provides liaison with the Ministry of Government Services to co-ordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The Section is also responsible for office safety supervision and management of regional office common support services.

**FRENCH LANGUAGE SERVICES**

CCR 4

416-963-0346

The French Language Services Coordinator coordinates the implementation of the government's policy on French language services (provision of such services to the Franco-Ontarian public) within this Ministry.

**LEGAL SERVICES**

CCR 5

416-963-0348

Counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Branch is responsible to the Attorney General's Office.

**POLICY & PLANNING BR**

CCR 6

416-963-0309

Policy & Planning Br economists conduct ministry *research* projects on *consumer* and *business* matters.

**PROGRAM SERVICES DIVISION**

**AFFIRMATIVE ACTION PROGRAM**

CCR 7

10 Wellesley St. E.  
Toronto M7A 2J6  
416-965-0541

The Women's Advisor plans, develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

INTERNAL AUDIT BR  
10 Wellesley St. E., 6th Flr.  
Toronto M7A 2J3  
416-963-0435

CCR 8

Internal Audit Branch is responsible for reviewing and appraising the Ministry's financial, administrative and operational programs for adequate controls, compliance, efficient and economical use of resources and appropriateness of effectiveness measures.

PERSONNEL SERVICES BR  
10 Wellesley St. E.  
Toronto M7A 2J6  
416-963-0277

CCR 9

Personnel Services Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. The Branch is responsible for: the establishment of Ministry personnel policies and procedures; provision of staff training and development services; coordination of management development manpower planning; research into personnel related issues and programs; coordination of the affirmative action program (described separately above); the establishment of appropriate classification and compensation levels for all Ministry employees; staff recruitment; employee counselling; the investigation of employee grievances; and dealing with all matters affecting working conditions and performance. Personnel Services Branch maintains the Ministry's personnel, payroll, attendance and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

## BUSINESS PRACTICES DIVISION

BAILIFFS COLLECTION AGENCIES MORTGAGE  
BROKERS  
416-963-0366

CCR 10

Bailiffs, Collection Agencies, Mortgage Brokers, Consumer Reporting, Paperback & Periodical Distributors Acts. The Registrar of these Acts ensures the protection of Ontario *consumers* through control and supervision of *bailiffs collection agencies*, *consumer reporting agencies* (*credit* and personal information investigation), *mortgage* brokers and distributors of paperback *books* and *periodicals*. While this office recommends appointments under the *Bailiffs Act*, it is the Ministry's Central Registration Section which accepts registration of businesses under the other Acts (New Applications: 963-0446; Renewals: 963-0444; Revisions: 963-0448; Central File: 963-0441). Consumer complaints relating to all these Acts are handled by Consumer Services Bureaus (see list under this Ministry's Consumer Advisory Services Br entry, CCR 11).

CONSUMER ADVISORY SERVICES BR  
416-963-0331

CCR 11

The Consumer Advisory Services Branch represents the Ministry throughout the Province by administering eleven (11) Acts dealing with *consumer* protection laws. It has officers who can speak to consumer and business groups on consumer protection matters.

The *Central Registration Section* (963-0441) provides actual *registration* functions and maintains a central file of registered *businesses* or persons under the following Acts:



*Consumer Protection* (registration and bonding of itinerant sellers), *Consumer Reporting* (credit reporting and personal investigation agencies), *Collection Agencies*, *Motor Vehicle Dealers*, *Real Estate and Business Brokers*, *Mortgage Brokers*, *Travel Industry*, *Paperback and Periodical Distributors* (wholesalers of paperback books and periodicals).

The section also answers inquiries as to whether a *business* is registered under these Acts. For central file of: registrants, call 963-0441; new applications, call 963-0446; renewals, 963-0444; revisions, call 963-0446.

The Branch operates *Consumer Services Bureaus* across Ontario to answer consumer inquiries and attempt to mediate complaints arising from the purchase of goods or services, borrowing money, and deceptive or unfair business practices. Eight bureaus handle complaints under these Acts: *Bailiffs* (private bailiffs), *Business Practices* (which specifies some practices considered to be deceptive, unfair or unconscionable, and provides the consumer with redress procedure), *Collection Agencies*, *Consumer Protection* (e.g., finance charges on credit purchases and loans), *Consumer Reporting* (credit reporting and personal investigation agencies), *Discriminatory Business Practices Act* (e.g., discrimination in the business community on the basis of race, creed, colour, nationality, ancestry, place of origin, sex or geographical location by persons who engage in business), *Mortgage Brokers*, *Motor Vehicle Dealers*, *Paperback and Periodical Distributors* (wholesalers of paperback books and periodicals), *Real Estate and Business Brokers*, *Travel Industry* (travel agents and wholesalers). The bureaus across the Province are:

143 Main St. E., Rm 206  
**Hamilton L8N 1G4**  
416-529-8177

80 Dundas St. E.  
Box 5600, Terminal 'A'  
**London N6A 2P3**  
519-679-7150

1673 Carling Ave., Ste. 102  
**Ottawa K2A 1C4**  
613-725-1489

139 George St. N.  
**Peterborough K9J 3G6**  
705-743-8728

199 Larch St., 5th Flr.  
**Sudbury P3E 1C4**  
705-675-4378

435 James St. S.  
P.O. Box 5000  
**Thunder Bay P7C 5G6**  
807-475-1641

555 Yonge St., 8th Flr.  
**Toronto M7A 2H6**  
416-963-0321

250 Windsor Ave., 6th Flr.  
**Windsor N9A 6V9**  
519-254-6413

## INVESTIGATION AND ENFORCEMENT BR

CCR 12

Performs a support role to the administrators of the various *registration* acts administered by the Business Practices Division (*Consumer Protection Act*, *Consumer Reporting Act*, *Collection Agencies Act*, *Motor Vehicle Dealers Act*, *Real Estate and Business Brokers Act*, *Mortgage Brokers Act*, *Travel Industry Act*, *Paperback and Periodical Distributors Act*) and conducts inspections and investigations under them. Conducts investigations under the *Business Practices Act*, a non-registration statute. Complaints from the public are normally answered by Consumer Advisory Bureau (listed under this Ministry's Consumer Advisory Services Br entry, CCR 11).



## MOTOR VEHICLE DEALERS ACT 416-963-0411

CCR 13

The Registrar's office administers the *Motor Vehicle Dealers Act* for the control and supervision of dealers and salespersons of new and used *motor vehicles*. The Ministry's Central Registration Section performs the *registration* function for dealers and salespersons and maintains a central file of registrants (New Applications: 963-0446; Renewals: 963-0444; Revision: 963-0448; Central File: 963-0441). Complaints concerning the purchase and sale of motor vehicles are handled by Consumer Services Bureau (listed under this Ministry's Consumer Advisory Services Br entry, CCR 11).

## PETROLEUM FRANCHISING GUIDELINES 416-963-0356

CCR 14

Petroleum Franchising Guidelines are administered by the Executive Director's Office, Business Practices Division. Guidelines are a voluntary agreement between the Ministry and the major *oil* companies concerning leasing arrangements of *gasoline* service stations. Guidelines relate to station operators only, not consumers.

## REAL ESTATE AND BUSINESS BROKERS 416-963-0406

CCR 15

The Real Estate and Business Brokers Act ensures protection of Ontario consumers through *registration* of *real estate* and *business* brokers and salespersons. The Ministry's Central Registration Section performs the registration function and maintains a central file of registrants, (New Applications: 963-0446; Renewals: 963-0444; Revisions: 963-0448; Central File: 963-0441). Before foreign land can be sold in Ontario, sellers must provide prospective buyers with an accurate description of the *real property* and terms of sale. The description is checked for accuracy by inspectors. Complaints regarding real estate and business brokers are handled by Consumer Services Bureau (listed under this Ministry's Consumer Advisory Services Br entry, CCR 11).

## TRAVEL INDUSTRY ACT 416-963-0418

CCR 16

The Travel Industry Act, to protect the financial interests of Ontario travellers, and to ensure ethical conduct and good *travel* service, requires the *registration* of travel agents and wholesalers. The Ministry's Central Registration Section performs the registration function and maintains a central file of registrants, (New Applications: 963-0446; Renewals: 963-0444; Revisions: 963-0448; Central File: 963-0441). Consumer complaints are handled by Consumer Services Bureau (see this Ministry's Consumer Advisory Services Br entry, CCR 11, for list).

## COMPANIES DIVISION

### COMPANIES SERVICES BR EXAMINATION AND NOTICES

CCR 17

The Examination and Notices Section (963-0543) files by-laws, notices of change and special resolutions of *corporations* and provides information on filing requirements. The Section cancels charters (letters patent, certificates of incorporation) and extra-provincial *licences*. Also deals with arrears statements and default notices re notices of change and revival of corporations.

The Examination and Notices Section (963-0547) deals with the clearance and reservation of corporate *names* for proposed new non-profit *corporations* and proposed changes of names by existing non-profit corporations and foreign corporations seeking extra-provincial licences.

The Examination and Notices Section (963-0377) processes articles of incorporation, articles of amendment of business *corporations*, and applications for incorporation of *churches*, non-profit corporations and issues letters patent (charters) with respect to them. The Section processes applications for *licences* in mortmain and extra-provincial licences.

#### COMPANIES SERVICES BR RECORDS

CCR 18

416-963-0389 (search by letter, certificates of status)

416-963-0552 (search in person)

416-963-0510 (business and partnership registration)

The Records Section deals with searches of *corporations*, certificates of corporation status (963-0389) and *registration* of corporation *securities* such as corporate *mortgages*, *bonds*, *debentures* (963-0390). Can provide copies of documents (e.g., articles of incorporation, annual returns) of corporations in Ontario. Deals with *business registration* of *partnerships*, limited partnerships and sole *proprietorships* (963-0510). Registers corporations that carry on business in Ontario under *name* or style other than its corporate name. Also registers dissolution or withdrawal of these businesses and conducts public searches of documents relating to all the above business enterprises.

#### COMPANY LAW BR

CCR 19

416-963-0373

Provides legal counselling to the Companies Division and handles inquiries of a legal nature from the public about: incorporation of *business* and non-profit *corporations*, *licences* in mortmain, extra-provincial licences, *registration* of *partnerships* and sole *proprietorships*, *names* and name style registration by corporations, and registration of *securities* registered against the personal property of corporations, e.g., corporate *bonds*, *debentures*, trust indentures and corporate *mortgages*.

#### FINANCIAL INSTITUTIONS DIVISION

##### FINANCIAL INSTITUTIONS DIVISION

CCR 20

416-963-0471

The Financial Institutions Division issues *licences* to and regulates *insurance* companies, *investment* contract companies, prepaid *hospital* and *medical* associations, *mutual benefit* and *fraternal societies*. Also issues licences to and regulates *loan* companies and *trust companies* (963-0477). Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (963-0471), and on deposits and *mortgages* with loan and trust companies (963-0477). Issues licences to insurance agents, brokers, salespersons, adjusters, and investment contract salespersons, and investigates related *consumer* complaints (963-0481). Deposits in loan companies and trust companies are insured with the *Canada Deposit Insurance Corporation* (963-0479).

## CEMETERIES BR

CCR 21

416-963-0511

Administers the *Cemeteries Act* which regulates the operations of all *cemeteries*, *crematoria*, *mausolea*, *columbaria*, *church yards* and *burial grounds*. The Branch also answers inquiries and investigates *consumer* complaints about cemeteries and *burials* and advises cemetery owners. No special legislation exists for monument dealers. Contact Queen's Park or regional offices listed below.

143 Main St. E., Room 206

**Hamilton L8N 1G4**

416-529-8177

(Brant, Haldimand-Norfolk,  
Hamilton-Wentworth,  
Niagara, Oxford)

Ontario Government Building

1055 Princess St.

**Kingston K7L 1H3**

613-549-2600

(Frontenac, Haliburton,  
Hastings, Lennox and  
Addington, Northumberland,  
Peterborough, Prince  
Edward, Victoria, Kingston)

P.O. Box 5600

Postal Terminal 'A'

**London N6A 2P3**

519-679-7150

(Elgin, Essex, Huron,  
Kent, Lambton, Middlesex,  
Perth)

1673 Carling Ave., Ste. 102

**Ottawa K2A 1C4**

613-725-3679

(Lanark, Leeds and Grenville,  
Nipissing, Ottawa-Carleton,  
Prescott and Russell,  
Renfrew, Stormont,  
Dundas and Glengarry)

555 Yonge St., 8th Flr.

**Toronto M7A 2H6**

416-963-0511

(Algoma, Bruce, Cochrane,  
Dufferin, Durham, Grey,  
Halton, Kenora, Manitoulin,  
Muskoka, Parry Sound, Peel,  
Rainy River, Simcoe,  
Sudbury District, Sudbury  
Municipality, Timiskaming,  
Thunder Bay, Waterloo,  
Wellington, York)

## CREDIT UNIONS &amp; CO-OPERATIVES

CCR 22

SERVICES BR

416-963-0515

Administers the legislation affecting *credit unions* (caisses populaires) and *co-operatives*, assists with their *incorporation*, reviews their operations, monitors their compliance with the legislation and handles inquiries and *consumers'* complaints concerning them. Deposits in credit unions and caisses populaires are insured with the *Ontario Share and Deposit Insurance Corporation* (OSDIC) (416-441-2771).

## MOTOR VEHICLE ACCIDENT CLAIMS FUND

CCR 23

555 Yonge St.

Toronto M7A 2J4

416-963-0501

The Motor Vehicle Accident Claims Fund (MVAC), (formerly called the *Unsatisfied Judgment Fund*), administers the *Motor Vehicle Accident Claims Act* which provides compensation to victims of automobile accidents (i.e., pedestrians who do not themselves



own automobiles) caused by uninsured or stolen vehicles or hit-and-run drivers. Effective March 1, 1980, the *Compulsory Automobile Insurance Act* requires that every automobile operated in Ontario be insured and that all automobile policies provide Uninsured Motorist coverage. Persons covered under the policy must apply to their own automobile insurance company for compensation for injuries caused by uninsured or stolen vehicles or hit-and-run drivers.

## TECHNICAL STANDARDS DIVISION

### TECHNICAL STANDARDS DIVISION

CCR 24

400 University Ave., 24th Flr.

Toronto M7A 2J9

416-965-4157

The Technical Standards Division is responsible for setting design standards for equipment and machinery which may affect public safety, and for carrying out inspections to ensure that safety standards are met. Programs of this Division are described below. Its Technical Standards Library (965-3003) operates a Ministry reading room which provides access to some of the Ministry's publications, statutes, regulations, manuals and internal procedures of the Ministry.

### BUILDING CODE BR

CCR 25

400 University Ave.

Toronto M7A 2J9

416-965-5881

The Building Code Br administers a *building code* for Ontario to ensure safety and minimize building, health and fire hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not a provincial, responsibility. Is responsible for the *Ontario Plumbing Code* which is at present Reg. 647 of the *Ontario Water Resources Act*.

### ELEVATING DEVICES BR

CCR 26

400 University Ave.

Toronto M7A 2H9

416-965-4111

The Branch administers the *Elevating Devices Act* (which includes *elevators*, *escalators*, *dumbwaiters*, *moving walks*, *platform lifts*, *ski lifts*, lifts for the disabled, and *construction hoists*) and requires licences for all devices covered. The Act also provides that the operation of a non-conforming or unsafe device be suspended. All elevating devices in the province are inspected before initial licensing to ensure compliance with adopted safety standards. Contractors installing, maintaining and repairing elevating devices must be registered with and monitored by the Branch. The Branch investigates accidents and consumer complaints and maintains a data bank of technical and statistical information. It also participates in the development of safety codes, primarily through the *Canadian Standards Association*. Field Offices, listed below, provide inspection services and the investigation of accidents or complaints. Regional Managers undertake field investigations and provide the technical data and background necessary for the Branch engineering and management groups to resolve problems.



55 Hess St. S.  
**Hamilton L8P 4R8**  
416-527-4727  
(Southern)

1055 Princess St.  
**Kingston K7L 5T3**  
613-549-2600  
(Eastern)

824 King St. W.  
**Kitchener N2G 1G1**  
519-744-8101  
(Western)

80 Dundas St. E.  
**London N6A 1E7**  
519-679-7150  
(Southwestern)

265 Carling Ave., 4th Flr.  
**Ottawa K1S 2E1**  
613-566-3806  
(Eastern)

**FUELS SAFETY BR**  
400 University Ave.  
Toronto M7A 2J9  
416-965-7627

The Branch which administers the Ontario *Energy Act* and the *Gasoline Handling Act*, strives to prevent loss of life, bodily injury and property damage by controlling safety hazards which can arise from the transmission, distribution and utilization of *fuels* such as *natural gas*, *oil* and *propane*, and the transport, storage and handling of gasoline. The Branch: issues *licences* to *gasoline* service stations, *propane* facilities and companies which distribute natural gas and oil; *registers contracting* companies which do work covered under the *Energy Act* or the *Gasoline Handling Act*; issues *certificates* to natural gas fitters and handlers and oil burner mechanics; and audits all of these operations on a spot-check basis.

**PRESSURE VESSELS SAFETY BR**  
400 University Ave.  
Toronto M7A 2H9  
416-965-4121

The Branch strives to minimize the loss of life and property arising from the operation of *boilers* and *pressure vessels*. Under the *Boilers & Pressure Vessels Act* (965-4121) and the *Operating Engineers Act* (965-4188), the Branch ensures safety by reviewing boiler and pressure vessel designs and *welding* procedures, doing inspections during fabrication and installation, and periodically thereafter if the vessel is *uninsured*. Inspects major repairs to all boilers and pressure vessels. Qualifies and issues *licences* to welders. Registers and

199 Larch St., 5th Flr.  
**Sudbury P3E 1C4**  
705-675-4381  
(Northeastern)

435 James St. S.  
**Thunder Bay P7C 5G6**  
807-475-1641  
(Northwestern)

400 University Ave., 23rd Flr.  
**Toronto M7A 2J9**  
416-965-4111  
(Central and Northern)

250 Windsor Ave., 6th Flr.  
**Windsor N9A 6V9**  
519-254-6413  
(Southwestern)

CCR 27

CCR 28

classifies *steam*, *refrigeration* and *compression* plants and issues *licences* to their operators and operating engineers. Issues *licences* to *hoisting engineers* (*crane operators*). Investigates related *accidents*. For the purpose of administering the inspection and welder testing segments of the program, the province is divided into five regions. Each region is controlled by a Regional Manager, with a staff of field inspectors.

55 Hess St. S.  
**Hamilton L8P 4R8**  
416-527-4031  
(Southwest Ontario)

824 King St. W.  
**Kitchener N2G 1G1**  
519-744-8101  
(West Ontario)

Provincial Government Bldg.  
1055 Princess St.  
**Kingston K7L 1H3**  
613-549-2600  
(East Ontario)

400 University Ave.  
**Toronto M7A 2J9**  
416-965-4121  
(East Toronto, West Toronto &  
Northern Ontario)

#### UPHOLSTERED & STUFFED ARTICLES BR

CCR 29

400 University Ave.  
Toronto M7A 2J9  
416-965-2127

The Branch ensures *safety* by *registering* renovators and manufacturers of *upholstered and stuffed articles*; inspecting premises of registrants as well as retailers of these articles. Investigates *consumer* complaints about stuffed furniture, mattresses, pillows, clothing materials, toys, etc. and tests filling materials for compliance with the regulations. Field offices listed below carry out the same inspection and complaint investigation functions as the Head Office and pick up samples of filling materials for submission to the Head Office for testing. There are two Branch field offices:

80 Dundas St., Main Flr.  
P.O. Box 5600, Terminal 'A'  
**London N6A 2P3**  
519-679-7150  
(Western)

1055 Princess St., Ste. 108  
**Kingston K7L 1H3**  
613-549-2600  
(Eastern)

#### PROPERTY RIGHTS DIVISION

##### LEGAL & SURVEY STANDARDS BR

CCR 30

543 Yonge St.  
Toronto M7A 2J8  
416-963-0423

Performs the statutory functions of *Director of Titles*; responsible for legal quality of *land registration records* and instruments. Drafts amendments to, and regulations under the *Land Titles Act*, the *Registry Act*, the *Condominium Act*, the *Boundaries Act* and the *Certification of Titles Act*. Processes applications for certification of title and for conversion of title from land registry system to land *titles* system. Provides quality control for *surveys*, plans and description of land including *condominiums* (by-laws, declaration, description), for registration in land registry offices. Provides for the confirmation of the true location of *boundary* lines which have been lost or obliterated. Provides *financial*

assistance to individual property owners for the carrying out of a survey under the *Land Titles Survey Fund* under special circumstances. Contact Queen's Park or Land Registry Offices, listed under this Ministry's Real Property Registration Branch, CCR 32.

## PERSONAL PROPERTY REGISTRATION BR

CCR 31

Main Administration Offices

543 Yonge St., 4th Flr.

Toronto M7A 2J5

416-963-0451

Manages the *Personal Property Security Registration System* (PPSR) and administers the *Personal Property Security Act* (PPSA) and the *Bills of Sale Act*. The PPSR System serves two functions. First, it provides a *registration* function whereby a seller of personal property (e.g., a *motor vehicle*), or a lender of money, can secure the purchase price, or the *loan* (as detailed in a *security agreement*), by the registration of a *financing statement* available free of charge at any one of the 48 branch offices of the system. (The document creating the security interest is a security agreement--which can be a *chattel mortgage*, *conditional sale contract*, or an assignment of book *debts*.) Second, the PPSR System provides an inquiry capability so that people can determine whether there is a security interest (*lien*) on property, i.e., whether the owner has previously pledged the property as security, when buying personal property (e.g., motor vehicles) or accepting property as collateral for a loan. A registration can be submitted by mail to the Central Registration Branch or can be submitted in person to any one of the PPSR branch offices listed under this Ministry's Real Property Registration Branch entry, CCR 32. Following are mailing addresses:

### Mailed-in Registrations:

Central Registration Branch

Box 21100, Postal Station 'A'

Toronto M5W 1W6

### Mailed-in Inquiries:

Personal Property Registration Branch

Box 4120, Postal Station 'A'

Toronto M5W 1T2

## REAL PROPERTY REGISTRATION BR

CCR 32

543 Yonge St.

Toronto M7A 2J8

416-963-0462

The Branch is responsible for the operation of the 65 *Land Registry Offices* throughout Ontario where documents and plans regarding ownership, descriptions and encumbrances relating to *land* parcels in Ontario can be registered, stored and preserved and where the public can search or view them (for a fee). There are two systems by which land is registered in Ontario, the land titles system and the older land registry system. Under the land registry system, which still exists throughout Ontario, *deeds* and other documents pertaining to property are filed. It is up to the individual (or a solicitor acting for the individual) to search the documents and determine the state of the title. Under the land titles system, *titles* are certified by the Land Registrar and recorded in a register so documents may not need to be searched. The land titles system now exists in some 30 districts, counties and regions. *Condominium*, *subdivision* and *reference plans* (plans prepared by an Ontario Land Surveyor to illustrate land boundaries) must be registered under the land titles system where it exists.

Additional activities in the Land Registry Offices include the preparation of registrars' compiled plans and abstracts, the maintenance of the land titles *writs* of execution file,

the holding of hearings in the land titles offices and the collection of *Land Transfer Tax* and *Retail Sales Tax* on chattels associated with real estate transactions. *Mortgages* are normally discharged through a lawyer who prepares the document. The discharge is then registered with the local Land Registry Office.

Forty-eight of the 65 Land Registry Offices also participate in the *Personal Property Security Registration System* (PPSR). *Liens* against personal property are registered in these offices and prospective buyers may determine whether a car, boat or other personal property is free of encumbrances. Below is a list of the 65 Registry Offices throughout the province indicating whether it has Land Titles (LT), Registry (Reg) and Personal Property Security (PPSR) registration.

## REGISTRY OFFICES:

*Reg*  
P.O. Box 668  
63 Kenyon St. W.  
**Alexandria K0C 1A0**  
613-525-1315  
(Glengarry)

*Reg*  
125 Brougham St.  
P.O. Box 1180  
**Almonte K0A 1A0**  
613-256-1577  
(Lanark North)

*Reg*  
248 George St.  
P.O. Box 389  
**Arthur N0G 1A0**  
519-848-2300  
(Wellington North)

*Reg, LT, PPSR*  
Court House  
114 Worsley St.  
**Barrie L4M 1M1**  
705-728-1221 Ext. 60  
(Simcoe)

*Reg, LT, PPSR*  
280 Pinnacle St.  
**Belleville K8N 3B1**  
613-968-4597  
(Hastings)

*Reg, LT*  
108 Liberty St. N.  
P.O. Box 178  
**Bowmanville L1C 3K9**  
416-623-5386  
(Newcastle)  
(Satellite of Durham; all correspondence and queries should be directed to the land registrar in Whitby)

*Reg, LT, PPSR*  
15 Dominion St.  
P.O. Box 720  
**Bracebridge P0B 1C0**  
705-645-4415  
(Muskoka)

*Reg, LT*  
7765 Hurontario St.  
P.O. Box 1200  
**Brampton L6V 2L8**  
416-457-5350  
(Peel)

*PPSR*  
7765 Hurontario St.  
P.O. Box 1200  
**Brampton L6V 2L8**  
416-453-1272  
(Peel)

*Reg*  
Court House  
80 Wellington St.  
**Brantford N3T 2L9**  
519-752-8321  
(Brant)



*PPSR*  
Court House  
80 Wellington St.  
**Brantford N3T 2L9**  
519-752-5571  
(Brant)

*Reg, PPSR*  
P.O. Box 146  
7 King St. W.  
**Brockville K6V 5V2**  
613-345-5751  
(Leeds)

*Reg*  
150 Main St.  
**Cambridge N1R 6P9**  
519-653-5778  
(Waterloo South)

*Reg, PPSR*  
P.O. Box 310  
Echo St.  
**Cayuga N0A 1E0**  
416-772-3531  
(Haldimand)  
(Satellite of Niagara South;  
all correspondence and queries  
should be directed to the  
land registrar in Welland)

*Reg, PPSR*  
40 William St. N.  
P.O. Box 1134  
**Chatham N7M 5L8**  
519-352-5520  
(Kent)

*Reg, PPSR*  
P.O. Box 668  
Highway #2  
**Cobourg K9A 4R5**  
416-372-3813  
(Northumberland West)  
(Satellite of Hastings; all  
correspondence and queries should  
be directed to the land  
registrar in Belleville)

*Reg, LT*  
Court House  
149 4th Ave.  
P.O. Box 580  
**Cochrane P0L 1C0**  
705-272-4025  
(Cochrane)

*PPSR*  
Court House  
149 4th Ave.  
P.O. Box 580  
**Cochrane P0L 1C0**  
705-272-5896  
(Cochrane)

*Reg*  
P.O. Box 339  
King St.  
**Colborne K0K 1S0**  
416-355-2338  
(Northumberland East)

*Reg, PPSR*  
P.O. Box 1268  
127 Sydney St.  
**Cornwall K6H 5V3**  
613-932-4522  
(Stormont)

*Reg*  
192 Lambton St. E.  
P.O. Box 10  
**Durham N0G 1R0**  
519-369-2011  
(Grey South)  
(Satellite of Grey North;  
all correspondence and queries  
should be directed to the land  
registrar in Owen Sound)

*Reg, LT, PPSR*  
353 Church St.  
P.O. Box 398  
**Fort Frances P9A 3M7**  
807-274-5451  
(Rainy River)

*Reg, LT*  
178 McKellar St.  
P.O. Drawer 9  
**Glencoe N0L 1M0**  
519-287-2511  
(Middlesex West)

*Reg, PPSR*  
38 North St.  
P.O. Box 216  
**Goderich N7A 3Z2**  
519-524-9562  
(Huron)

*Reg, LT*  
Phipps St.  
P.O. Box 265  
**Gore Bay P0P 1H0**  
705-282-2442  
(Manitoulin)

*PPSR*  
Phipps St.  
P.O. Box 265  
**Gore Bay P0P 1H0**  
705-282-2461  
(Manitoulin)

*Reg, PPSR*  
P.O. Box 905  
21 Douglas St.  
**Guelph N1H 6M6**  
519-822-0251  
(Wellington South)

*Reg, LT, PPSR*  
375 Main St.  
P.O. Box 159  
**Haileybury P0J 1K0**  
705-672-3332  
(Timiskaming)

*Reg, LT, PPSR*  
Court House  
50 Main St. E.  
**Hamilton L8N 1E9**  
416-522-3556  
(Wentworth)

*Reg, LT, PPSR*  
220 Main St. S.  
P.O. Box 1350  
**Kenora P9N 3X7**  
807-468-3138  
(Kenora)

*Reg, PPSR*  
Court House  
**Kingston K7L 2N4**  
613-548-8322  
(Frontenac)

*Reg*  
200 Frederick St., 3rd Flr.  
P.O. Box 35  
**Kitchener N2G 3W9**  
519-576-1330  
(Waterloo North)

*PPSR*  
200 Frederick St., 3rd Flr.  
P.O. Box 35  
**Kitchener N2G 3W9**  
519-576-2370  
(Waterloo North)

*Reg, PPSR*  
28 Francis St.  
P.O. Box 430  
**Lindsay K9V 4S5**  
705-324-4912  
(Victoria)

*Reg, LT*  
80 Dundas St.  
P.O. Box 5600  
**London N6A 2P3**  
519-679-7180  
(Middlesex East)

*PPSR*  
80 Dundas St.  
P.O. Box 5600  
**London N6A 2P3**  
519-679-7185  
(Middlesex East)

*Reg, LT, PPSR*  
36 Court St.  
P.O. Box 302  
**L'Original K0B 1K0**  
613-675-4648  
(Prescott)

*Reg, LT*  
491 Steeles Ave. E.  
**Milton L9T 1Y7**  
416-878-7287/8  
(Halton)

*PPSR*  
491 Steeles Ave. E.  
**Milton L9T 1Y7**  
416-878-1882  
(Halton)

*Reg*  
Newcastle St.  
P.O. Box 270  
**Minden K0M 2K0**  
705-286-1391  
(Haliburton)

*Reg*  
5th Street  
**Morrisburg K0C 1X0**  
613-543-2583  
(Dundas)

*Reg, PPSR*  
87 Thomas St.  
P.O. Box 459  
**Napanee K0K 2R0**  
613-354-3751  
(Lennox)

*Reg, LT*  
50 Eagle St. W.  
**Newmarket L3Y 6B1**  
416-895-1561  
(York Region)

*Reg, LT, PPSR*  
514 Main St. W.  
**North Bay P1B 2V4**  
705-474-2270  
(Nipissing)

*Reg, PPSR*  
75 First St.  
**Orangeville L9W 2E7**  
519-941-1481  
(Dufferin)

*LT*  
Court House  
2 Daly Ave.  
**Ottawa K1N 6E2**  
613-566-3791  
(Ottawa-Carleton)

*Reg, PPSR*  
Court House  
67 Nicholas St.  
**Ottawa K1N 7B9**  
613-566-3756  
(Ottawa-Carleton)

*Reg, PPSR*  
Court House  
595 9th Ave. E.  
**Owen Sound N4K 3E3**  
519-376-1637  
(Grey North)

*Reg, LT, PPSR*  
28 Miller St.  
P.O. Box 276  
**Parry Sound P2A 2X4**  
705-746-5816  
(Parry Sound)

*Reg, PPSR*  
283 Pembroke St. E.  
P.O. Box 760  
**Pembroke K8A 6X9**  
613-732-8331  
(Renfrew)

*Reg, PPSR*  
10 Sunset Blvd.  
P.O. Box 278  
**Perth K7H 3E4**  
613-267-1144  
(Lanark South)

*Reg, LT, PPSR*  
Court House  
470 Water St. N.  
**Peterborough K9H 3M3**  
705-745-0588 Ext. 44  
(Peterborough)

*Reg, PPSR*  
1 Pitt St.  
P.O. Box 1310  
**Picton K0K 2T0**  
613-476-3219  
(Prince Edward)

*Reg, LT*  
17 Mill St. N.  
P.O. Box 122  
**Port Hope L1A 3W3**  
416-885-5616  
(Port Hope)  
(Satellite of Durham; all  
correspondence and queries  
should be directed to the  
land registrar in Whitby)

*Reg*  
Centre St.  
P.O. Box 1660  
**Prescott K0E 1T0**  
613-925-3177  
(Grenville)  
(Satellite of Leeds; all  
correspondence and queries  
should be directed to the  
land registrar in Brockville)

*Reg, LT*  
469 Concession St.  
P.O. Box 10  
**Russell K0A 3B0**  
613-445-2138  
(Russell)

*Reg, PPSR*  
Court House  
700 N. Christina St.  
P.O. Box 3021  
**Sarnia N7T 7N5**  
519-337-3265 Ext. 40  
(Lambton)

*Reg, LT, PPSR*  
P.O. Box 550  
420 Queen St. E.  
**Sault Ste. Marie P6A 5M8**  
705-253-1126/7  
(Algoma)

*Reg, LT, PPSR*  
Court House  
#3 Highway West  
**Simcoe N3Y 4K8**  
519-426-2216  
(Haldimand-Norfolk)

*Reg, LT, PPSR*  
43 Church St.  
P.O. Box 126  
**St. Catharines L2R 6R4**  
416-682-9291  
(Niagara North)

*Reg, PPSR*  
York St. W.  
P.O. Box 902  
**Stratford N5A 6T1**  
519-271-3343  
(Perth)

*Reg, LT, PPSR*  
P.O. Box 4  
Wellington St.  
**St. Thomas N5P 3T5**  
519-631-3015  
(Elgin)

*LT*  
P.O. Box 4  
Wellington St.  
**St. Thomas N5P 3T5**  
519-631-3015  
(Kent (Lake Erie))

*Reg, LT*  
199 Larch St., 3rd Flr.  
P.O. Box 1240  
**Sudbury P3E 5P9**  
705-675-4300  
(Sudbury)



*PPSR*  
P.O. Box 1240  
199 Larch St., 3rd Flr.  
**Sudbury P3E 5P9**  
705-675-4306  
(Sudbury)

*Reg, LT, PPSR*  
29 Royston Court  
Postal Station 'P'  
**Thunder Bay P7A 4Y7**  
807-475-1235  
(Thunder Bay)

*Reg*  
New City Hall  
100 Queen St. W.  
**Toronto M5H 2N1**  
416-965-7553  
(Toronto)

*Reg*  
New City Hall  
100 Queen St. W.  
**Toronto M5H 2N1**  
416-965-7588  
(Toronto Boroughs)

*LT*  
New City Hall  
100 Queen St. W.  
**Toronto M5H 2N1**  
416-965-5269  
(Metropolitan Toronto)

*PPSR*  
543 Yonge St., 2nd Flr.  
**Toronto M7A 2J5**  
416-963-0460  
(Toronto)

*Reg, LT, PPSR*  
203 Cayley St.  
P.O. Box 1690  
**Walkerton N0G 2V0**  
519-881-2251  
(Bruce)

*Reg, LT, PPSR*  
20 Cross St. N.  
P.O. Box 730  
**Welland L3B 3G1**  
416-735-4011/13  
(Niagara South)

*Reg, LT, PPSR*  
400 Centre St. S.  
**Whitby L1N 4W2**  
416-668-6811  
(Durham)

*Reg, LT*  
250 Windsor Ave. 3rd Flr.  
P.O. Box 1238, Postal Station 'A'  
**Windsor N9A 6P8**  
519-254-6363  
(Essex)

*PPSR*  
250 Windsor Ave., 3rd Flr.  
P.O. Box 1238, Postal Station 'A'  
**Windsor N9A 6P8**  
519-254-1813  
(Essex)

*Reg, LT, PPSR*  
75 Graham St.  
P.O. Box 246  
**Woodstock N4S 7W8**  
519-537-6286/7  
(Oxford)

## PUBLIC ENTERTAINMENT STANDARDS PROGRAM

ATHLETIC COMMISSIONER  
416-963-0844

CCR 33

The Athletic Commissioner administers the *Athletics Control Act* and is responsible for the proper conduct of all professional *sport* in Ontario. Maintains liaison with *community centres* and *arenas*. Issues *licences* to professional *boxers* and *wrestlers* and all officials involved in both sports.

LOTTERIES BR

CCR 34

416-963-0272

The Branch issues *licences*, supervises and controls all *lottery*, bingo, raffle, and *games of chance* operators in Ontario covered under the *Criminal Code of Canada*. Copies of the regulations are available from the Branch on request.

ONTARIO RACING COMMISSION

CCR 35

10 Wellesley St. E.

Toronto M7A 2K1

416-963-0520

Promotes the proper management of *horse racing* and the orderly behaviour and integrity of participants. Issues *licences* to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at race tracks or the head office of the Ontario Racing Commission.

THEATRES BR

CCR 36

1075 Millwood Road

Toronto M4G 1X6

416-421-2462

The Branch aims to reflect current community standards in *films* exhibited in Ontario *theatres*. The Branch is responsible for *censorship* of *videotape*, 8mm, 16mm, 35mm, or wider films. It is responsible for the setting of standards for, inspection of, and issuance of *licences* for, theatres, drive-in theatres, film distributors, and the operation for hire or gain of videotape machines, 8mm and 16mm projectors. It issues *licences* to *projectionists* and approves motion picture *advertising* and classification.

REGISTRAR GENERAL PROGRAM

OFFICE OF THE REGISTRAR GENERAL

CCR 37

Macdonald Block

Queen's Park M7A 1Y5

416-965-1687

The Office of the Registrar General registers and records Ontario *births*, *deaths*, *marriages* and still-births. It also keeps *adoption*, *divorce* and *name change records*. *Statistics* relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled to them on application and payment of \$5.00 each. Under the *Marriage Act* certificates of *registration* are issued to people authorized to perform marriages in Ontario. Contact *Marriage Office*, 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

## AGENCIES

COMMERCIAL REGISTRATION APPEAL  
TRIBUNAL

CCR 38

1 St. Clair Ave. W.  
Toronto M4V 1K6  
416-965-7798

The Tribunal holds public hearings on *appeals* to review administrative decisions denying, refusing to renew, suspending or revoking *registration* of would-be or now registered individuals and *corporations*; to review government originated cease and desist orders respecting *advertising*, selling and unfair *business* practices by: *real estate* and *business* brokers and salespersons, *mortgage* brokers, *motor vehicle* dealers and salespersons, *bailiffs*, consumer *credit* reporting agencies, *collection agencies*, *itinerant sellers*, manufacturers and renovators of *upholstered and stuffed articles*, distributors of paperback *books* and *periodicals*, *travel* agents and wholesalers; and appeals under the *Discriminatory Business Practices Act*. Also hears appeals from decisions of the corporation administering the *New Home Warranties Plan Act*, appeals of *credit* unions from orders taking over management of the *Ontario Share and Deposit Insurance Corporation*, and claimant appeals from trustees' decisions under the *Travel Industry Act*.

## CONDOMINIUM ONTARIO

CCR 39

44 Eglinton Ave. W.  
Toronto M4R 1A1  
416-482-6636

Condominium Ontario is an independent organization composed of a number of representatives of condominium owners and others experienced in the *condominiums* field to provide technical and information services in the resolution of disputes and *consumer* complaints. Information officers answer inquiries on the *Condominium Act*, 1978.

## HUDAC NEW HOME WARRANTY PROGRAM

CCR 40

180 Bloor St. W.  
Toronto M5S 2V6  
416-922-3005

The Program administers the Ontario *New Home Warranties Plan Act* which came into effect December 31, 1976. This act requires the *registration* of all *builders* of new homes including *condominiums* and *mobile homes* placed on permanent foundations for year round occupancy. The self-financing corporation is non-profit and provides a warranty that new and previously unoccupied *houses* sold are free from defects in workmanship and material for one year. Purchasers must obtain a certificate under the Warranty Program and should deal directly with the builder during the first year after purchase. The Program covers major structural defects up to a maximum of \$20,000 for an additional four years. Deposit monies paid to builders are also covered up to a maximum of \$20,000. The corporation will handle *consumer* complaints from buyers of new homes but buyers should inform both the builder and the Warranty Program of any problems in writing. There is a Warranty Program office in Hamilton, Kitchener, Ottawa, Sudbury, Thunder Bay and Toronto, listed in the white pages of the local telephone directory under Hudac New Home Warranty Program but complaints are handled by the main office only. Under certain circumstances, builders, vendors, or house owners can request assistance to resolve disputes through the *Commercial Registration Appeal Tribunal* or the

*Arbitration Institute.* The Warranty Program issues a quarterly publication, *The Link*, to all registered builders and vendors.

### LIQUOR CONTROL BOARD OF ONTARIO

CCR 41

55 Lakeshore Blvd. E.  
Toronto M5E 1A4  
416-965-4911

The Liquor Control Board of Ontario (LCBO) oversees the distribution and sale of *liquor* (spirits, *alcohol*, ale, beer and *wine*) for home consumption and liquor sales to licensed establishments through Liquor Control Board stores and *Brewers' Retail Stores* throughout Ontario. The LCBO imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto (416-965-3036) and in Ottawa (613-733-0041) to stock only high quality products in limited supply. Consultants are available in liquor stores in some metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers.

### LIQUOR LICENCE BOARD OF ONTARIO

CCR 42

55 Lakeshore Blvd. E.  
Toronto M5E 1A4  
416-965-4654

The Liquor Licence Board of Ontario (LLBO) issues, renews, transfers, suspends and revokes *liquor licences* for on-premise sale and consumption of *alcoholic* beverages, including issuing Special Occasion Permits. The Liquor Licence Board also regulates alcoholic beverage *advertising* and inspects all licensed establishments in Ontario. *Ontario Photo Cards* are available on a voluntary basis to Ontario residents over 19. Applications may be obtained from liquor stores and *Brewers Retail* outlets. For information on obtaining liquor licences call 965-4657; Ontario Photo Cards, 965-4964; Special Occasion Permits, 965-4675; advertising, 965-3450; inspections, 965-4666.

### LIQUOR LICENCE APPEAL TRIBUNAL

CCR 43

1 St. Clair W.  
Toronto M4V 1K6  
416-965-7798

The Tribunal holds public hearings on *appeals* from persons aggrieved by *Liquor Licence Board's* decisions: to refuse to issue, to suspend, attach terms to, or revoke a *licence or permit*; to refuse to renew or approve a transfer of a licence; suspend, revoke or refuse to renew a manufacturer's licence; temporarily suspend a licence or permit in the public interest; refuse to register an agent or representative; issue an interdiction order; issue a cease and desist order with respect to an *advertisement* or public notice.

### ONTARIO SECURITIES COMMISSION

CCR 44

10 Wellesley St. E.  
Toronto M7A 2H7  
416-963-0223

The Ontario Securities Commission maintains public files on *corporations'* disclosure, take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (963-0259). Processes *mining* and other prospectus offerings, *securities* as well as applications for transfer or release of securities from escrow (96



0239). *Registers stockbrokers*, salespersons and *investment* advisers, *commodity* futures dealers, salespersons and advisers (963-0228). Investigates *consumer* complaints about stockbrokers and salespersons and commodity brokers, salespersons and advisers and complaints about actions by companies affecting the value of securities (963-0242). The Commission answers general questions about commodity futures trading (963-0255).

#### PENSION COMMISSION OF ONTARIO

CCR 45

10 Wellesley St. E.  
Toronto M7A 2K2  
416-963-0522

The Pension Commission of Ontario administers the *Pension Benefits Act*, which requires the *registration* of all private (i.e. company) *pension* plans covering *employees* in Ontario. Also seeks to improve pension plans and the solvency of their funds.

#### RESIDENTIAL TENANCY COMMISSION RENT REVIEW

CCR 46

77 Bloor St. W.  
Toronto M5S 1M2

Part XI of Ontario's *Residential Tenancies Act* limits the amount and frequency of *rent* increases in certain rental accommodation. One increase per year, regardless of amount, is permitted. Increases are limited to a maximum of 6% unless the *landlord/landlady* has obtained approval from Commission for a greater increase. Rent Review applies to rental houses, apartments, townhouses, rooming houses, *mobile homes* and sites. Certain non-profit or government-owned rental housing, new units not rented prior to January 1, 1976, and units where the rent is \$750.00 or more per month, are exempt from Rent Review. Commission offices throughout Ontario (listed below) provide information and handle rent review cases in local area. If local office is long distance, call operator and ask for Zenith 9-6000 for toll-free call.

#### Central East

114 Worsley St.  
**Barrie L4M 1M1**  
705-737-2111  
(For County of Simcoe,  
District Municipality of  
Muskoka)

340 George St. N., 2nd Flr.  
**Peterborough K9H 7E8**  
705-743-9511  
(For Counties of Peterborough,  
Northumberland, Victoria,  
Haliburton & the Regional  
Municipality of Durham)

#### Central-West

1310 Dundas St. E., 2nd Flr.  
**Mississauga L4Y 2C1**  
416-270-3280  
(For Regional Municipality of Peel)

55 Hess St. S., 21st Flr.  
**Hamilton L8P 4R8**  
416-528-8701  
(For Regional Municipalities  
of Hamilton-Wentworth,  
Halton, Haldimand-Norfolk,  
and County of Brant)

30 Duke St. W., 4th Flr.  
**Kitchener N2H 3W5**  
 519-579-5790  
 (For Regional Municipality  
 of Kitchener-Waterloo,  
 Counties of Wellington,  
 Dufferin)

80 King St., 4th Flr.  
**St. Catharines L2R 7G1**  
 416-684-6562  
 (For Regional Municipality  
 of Niagara)

#### Eastern

74 Brock St., 2nd Flr.  
**Kingston K7L 1R9**  
 613-549-4426  
 (For Counties of Frontenac,  
 Lennox & Addington, Leeds  
 & Grenville, Hastings,  
 Prince Edward, portion  
 of Lanark County)

265 Carling Ave., 4th Flr.  
**Ottawa K1S 2E1**  
 613-566-3747  
 (For Regional Municipality  
 of Ottawa-Carleton,  
 Counties of Renfrew,  
 Stormont-Dundas-Glengarry,  
 Prescott & Russell,  
 portion of Lanark County)

#### Metropolitan Toronto

56 Aberfoyle Cr., 4th Flr.  
**Toronto M8X 2W4**  
 416-236-2681  
 (For Etobicoke and York Boroughs)

77 Bloor St. W., 2nd Flr.  
**Toronto M5S 1M2**  
 416-964-8281  
 (For City of Toronto only)

1880 O'Connor Dr., 2nd Flr.  
**Toronto M4A 1W9**  
 416-752-0683  
 (For East York only)

2100 Ellesmere Road, 3rd Flr.  
**Scarborough M1H 3B7**  
 416-438-3452  
 (For Scarborough only)

45 Sheppard Ave. E., 5th Flr.  
**Willowdale M2N 5W9**  
 416-224-7643  
 (For North York and  
 Regional Municipality  
 of York)

#### Northeastern

215 Oak St. E.  
**North Bay P1B 8P8**  
 705-476-1231  
 (For Districts of  
 Nipissing, Parry Sound)

45 Elm St. E., 4th Flr.  
 P.O. Box 1059  
**Sudbury P3E 4S6**  
 705-675-4373  
 (For Regional Municipality  
 of Sudbury, Districts of  
 Sudbury, Manitoulin, Algoma)

273 Third Ave., 2nd Flr.  
**Timmins P4N 1E2**  
 705-264-9555  
 (For Districts of Cochrane,  
 Timiskaming)

#### Northwestern

435 James St. S., 3rd Flr.  
 P.O. Box 5000, Station 'F'  
**Thunder Bay P7C 5G6**  
 807-475-1595  
 (For Districts of Thunder Bay,  
 Kenora & Rainy River)

**Southwestern**

80 Dundas St.

**London N6A 2P3**

519-673-1660

(For Counties of Middlesex,  
Oxford, Elgin, Lambton,  
Perth, Huron)

99 Chatham St. E., 7th Flr.

Box 189

**Windsor N9A 6V6**

519-253-3532

(For Counties of Essex, Kent)

1131 Second Ave. E., Ste. 106

**Owen Sound N4K 2J1**

519-376-3202

(For Counties of Grey, Bruce)

## MINISTRY OF CORRECTIONAL SERVICES

2001 Eglinton Ave. E.

Scarborough M1L 4P1

(Location Exceptions Noted)

The Ministry of Correctional Services has jurisdiction over all adult offenders sentenced to terms of less than two years. Its services include care in correctional institutions and probation and parole supervision and assistance.

### DEPUTY MINISTER'S OFFICE

HUMAN RESOURCES MANAGEMENT BR

CORRECTIONS 1

416-750-3335

Human Resources Management Br works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. These services are provided by personnel administrators located in the ministry's main office and at the regional locations listed below. The Branch is responsible for the establishment of Ministry personnel policies and procedures, the administration of appropriate classification and compensation levels for all Ministry employees, staff promotional competitions, manpower planning, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. The Branch maintains the Ministry's personnel, and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet and the Ontario Public Service Employees Union (OPSEU).

The Human Resources Branch operates summer *youth employment* programs for students based on experience and assigned-task projects for three month work periods in the Ministry. It also plans, develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

*Regional Personnel Administrator*

*Ministry of Correctional Services*

Central Region

2 Dunbloor Road, Ste. 312

**Islington M9A 2E4**

416-248-3901

*Regional Personnel Administrator*

*Ministry of Correctional Services*

Eastern Region

1055 Princess St., Ste. 404

**Kingston K7L 1H3**

613-544-0813

*Regional Personnel Administrator*

*Ministry of Correctional Services*

Western Region

1315 Bishop St.

**Cambridge N1R 6Z2**

519-623-9090

*Regional Personnel Administrator*

*Ministry of Correctional Services*

Northern Region

199 Larch St., 9th Flr.

**Sudbury P3E 5P9**

705-675-4321



*Regional Personnel Administrator*  
 Ministry of Correctional Services  
 Peterborough Region  
 306 George St. N.  
 Peterborough K9J 3H2  
 705-748-4281

## INSPECTIONS & INVESTIGATIONS BR 416-750-3327

CORRECTIONS 2

The Branch conducts routine inspections of all *correctional institutions* and *community resource centres* to ensure the proper care, custody and *safety* of inmates therein. Carries out investigations into internal matters and matters arising in the community involving the institutions of this Ministry and/or inmates. This Branch acts in a consultant capacity for operational and preventive security in the institutions.

## PLANNING & SUPPORT SERVICES DIVISION

### COMMUNICATIONS BR 416-750-3421

CORRECTIONS 3

The Communications Br informs the public and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The Branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

### INTERNAL AUDIT BR 416-750-3372

CORRECTIONS 4

The Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial and operational controls.

### LEGAL SERVICES BR 416-750-3319

CORRECTIONS 5

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Services Branch is responsible to the Attorney General's Office.

### MANAGEMENT DATA SERVICES 416-750-3411

CORRECTIONS 6

Management Data Services Br supplies the Ministry with *financial management*, *data processing*, *records management* and *systems development*. The Client Information Systems section (750-3384) maintains records of those committed to the custody of the Ministry.

The Accounts Section (750-3450) is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

PLANNING & RESEARCH BR  
416-750-3358

CORRECTIONS 7

Planning & Research Br conducts *corrections research* to develop policy and long-range planning for programs in *correctional institutions* and the community. Evaluates effectiveness of Ministry *rehabilitation* programs (i.e., those institutional and community programs undertaken through this Ministry's Community Program Support Services and Institutional Program Support Services branches. With research advisory committee reviews all applications from outside investigators to obtain access to *inmate's*, *probationer's* and staff *records*. Also reviews requests for *grants* for corrections research.

SUPPLY & SERVICES BR  
416-750-3501

CORRECTIONS 8

Supply and Services Br coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing Ministry offices, correctional institutions and forestry camps. Office Services Section (750-3321) provides mail, messenger, telephone systems and duplicating services, and stationery and printed forms stock for the Ministry.

COMMUNITY PROGRAMS DIVISION

COMMUNITY RESOURCE CENTRES  
DEVELOPMENT BR  
416-750-3400

CORRECTIONS 9

Community Resource Centres house *inmates* serving sentences in Ontario correctional institutions. The centres are operated by community organizations under contract to the Ministry. An inmate wishing to pursue an employment or education program outside the institution applies for a transfer to the Community Resource Centre where the inmate also receives *counselling* and *vocational* skills training. Inmates are subject to rules ensuring behaviour in the best interest of the community. Failure to abide by the rules or to make good use of the program results in an inmate's return to the correctional institution.

COMMUNITY PROGRAM SUPPORT SERVICES BR  
416-750-3475

CORRECTIONS 10

Community Program Support Services Br is responsible for staff training within the Community Programs Division, and for the development of new initiatives in corrections which involve the community. Among these are working with volunteers, community service orders, restitution programs and the development of programming for Native offenders.

For a description of each program, see the following entries: Bail Verification & Supervision CORRECTIONS 11, Community Service Orders CORRECTIONS 13, Native Program Development CORRECTIONS 15, Restitution Program Development CORRECTIONS 16, Victim Assistance Program CORRECTIONS 17, Volunteer Programs CORRECTIONS 14, Community Programs Staff Training CORRECTIONS 12.

BAIL VERIFICATION & SUPERVISION CORRECTIONS 11  
 COMMUNITY PROGRAM SUPPORT SERVICES BR  
 416-750-3475

The Bail Verification & Supervision Program is directed at reducing the number of re-manded incarcerated people. Provides information to the courts on the accused's ability to post *bail* or obtain a surety and confirms community ties. In certain cases bail supervision is offered as an alternative to incarceration pending disposition of charges.

COMMUNITY PROGRAMS STAFF TRAINING CORRECTIONS 12  
 COMMUNITY PROGRAM SUPPORT SERVICES BR  
 1240 Bay St.  
 Toronto M5R 2A7  
 416-965-6506

Community Programs Staff Training provides training and consultation services to all staff in the Community Programs Division of the Ministry.

COMMUNITY SERVICE ORDERS CORRECTIONS 13  
 COMMUNITY PROGRAM SUPPORT SERVICES BR  
 416-750-3475

Community Service Orders (CSO) are given to non-violent offenders as a condition of a *probation* order in lieu of incarceration. The work performed would not otherwise be carried out except by volunteers. In some instances offenders provide direct service to their victims in reparation. Organizations with projects of tangible benefit to the community can obtain *volunteer* help from the CSO Project by writing to the above address.

COMMUNITY VOLUNTEER PROGRAMS CORRECTIONS 14  
 COMMUNITY PROGRAM SUPPORT SERVICES BR  
 416-750-3475

Community Volunteer Programs is a central resource to volunteer coordinators involved in the recruiting, screening, training and supervision of *volunteers* who are involved in community programs operated by the Ministry, which includes *probation* and *parole* services. Opportunities for volunteer participation exist in all geographic areas of the province.

NATIVE PROGRAM DEVELOPMENT CORRECTIONS 15  
 COMMUNITY PROGRAM SUPPORT SERVICES BR  
 416-750-3475

Native Program Development is responsible for the development of policies related to the problems of *Native peoples* who are *inmates* in Ontario *correctional institutions* and for the coordination and development of institutional and community-based programs directed to the needs of Native inmates. Provides liaison with Native organizations of Ontario.

RESTITUTION PROGRAM DEVELOPMENT CORRECTIONS 16  
 COMMUNITY PROGRAM SUPPORT SERVICES BR  
 416-750-3475

Selected *probationers* with potential restitution conditions are often encouraged to meet with the victims of the *crimes* and with a third party mediator to determine how the vic-



tims will receive *restitution* - in cash or kind. Similar programs are encouraged for selected *inmates* in Ontario correctional institutions, whereby they are placed in a Community Resource Centre, obtain suitable employment and make restitution to their victims.

VICTIM ASSISTANCE PROGRAM  
COMMUNITY PROGRAM SUPPORT SERVICES BR  
416-457-1690

CORRECTIONS 17

The Victim Assistance Program is a pilot project alerting victims of *crime* to available social services such as crisis *counselling* and information on the criminal justice process.

PROBATION AND PAROLE BR  
416-750-3440

CORRECTIONS 18

Probation and Parole Br works closely with all courts of criminal jurisdiction in Ontario and the *Ontario Board of Parole*. The Branch provides: presentence reports to judges; pre-parole reports to the Ontario Board of Parole; supervision and assistance to *probationers*, offenders on *parole* and to former *inmates* who need assistance after release from correctional institutions. Assistance by probation and parole officers includes *counselling* and guidance in finding employment, housing, food, clothing, etc. Services are further extended through contracts with private agencies. Contact the local probation field office, listed by region below. Regional Administrators are responsible to the Director of Probation and Parole Services for the daily operation of services located in nine geographic regions:

#### EASTERN REGION

*Regional Administrator*  
1055 Princess St., Ste. 404  
**Kingston K7L 1H3**  
613-544-0813

180 Front St.  
**Belleville K8N 2Y7**  
613-968-5737

75 Water St. W.  
**Brockville K6V 3L7**  
613-345-3061

340 Pitt St., 4th Flr.  
P.O. Box 66  
**Cornwall K6H 5R9**  
613-933-6335

162 Division St.  
**Kingston K7L 3M6**  
613-546-2671

41 Dundas St. W.  
**Napanee K7R 1Z5**  
613-354-3200

Main St., P.O. Box 309  
Counties Bldg.  
**L'Orignal K0B 1K0**  
613-675-4630

400 Cumberland St., 1st Flr.  
**Ottawa K1N 8X3**  
613-566-3811

1150 Morrison Dr., 1st Flr.  
**Ottawa K2H 8S9**  
613-820-9460

124 Pembroke St. W.  
P.O. Box 275  
**Pembroke K8A 6X3**  
613-735-0608

13 Russell St. E.  
**Smiths Falls K7A 1E7**  
613-283-5663



80 Division St.  
Ontario House  
**Trenton K8V 5S5**  
613-392-6549

## HALTON-PEEL REGION

*Regional Administrator*  
440 Elizabeth St., Ste. 202  
**Burlington L7R 2M1**  
416-632-3122

85 Kennedy Rd. S.  
Kennedy Centre, Ste. 2  
**Brampton L6W 3G1**  
416-457-1690

c/o Vanier Centre for Women  
100 McLaughlin Rd. S.  
P.O. Box 1150  
**Brampton L6V 2M5**  
416-459-9100

c/o Ontario Correctional Institute  
109 McLaughlin Rd. S.  
P.O. Box 1888  
**Brampton L6V 2P1**  
416-457-7050

440 Elizabeth St.  
**Burlington L7R 2M1**  
416-637-3457

55 Ontario St.  
Milton Mall, 2nd Flr.  
**Milton L9T 2M3**  
416-878-7259

c/o Maplehurst Correctional  
Centre/Adult Training Centre  
661 Martin St., P.O. Box 10  
**Milton L9T 2Y3**  
416-878-8141

470 Hensall Circle, Upper Level  
**Mississauga L5A 3V4**  
416-276-2117

299 Randall St., Ste. 209  
**Oakville L6J 6B4**  
416-845-8571

70 First St., Ste. 202  
**Orangeville L9W 2E5**  
519-941-4622

c/o Mimico Correctional Centre  
130 Horner Ave.  
P.O. Box 75, Station N  
**Toronto M8V 3S9**  
416-255-0131

## NORTHEAST REGION

*Regional Administrator*  
199 Larch St., 9th Flr.  
**Sudbury P3E 5P9**  
705-675-4321

1 Beaumont Dr.  
Riverside Shopping Plaza  
Highway 11B, Ste. 2, Box 63  
**Bracebridge P0B 1C0**  
705-645-8768/9

Birch & Lorne St.  
Federal Bldg., P.O. Box 419  
**Chapleau P0M 1K0**  
705-864-1230

District Court House  
P.O. Box 1119  
**Cochrane P0L 1C0**  
705-272-4348

L & S Bldg., P.O. Box 41  
**Elliot Lake P5A 2J6**  
705-848-7091

71 Centre St.  
**Espanola P0P 1C0**  
705-869-2882

District Court House  
P.O. Box 624  
**Haileybury P0J 1K0**  
705-672-3397

P.O. Box 2349  
**Hearst P0L 1N0**  
705-362-8600

15 Main St., 2nd Flr.  
P.O. Box 1612  
**Huntsville P0A 1K0**  
705-789-5721

44 McPherson Ave.  
P.O. Box 295  
**Kapuskasing P5N 2Y4**  
705-335-6116

23 Prospect Ave., Rm. 12  
P.O. Box 232  
**Kirkland Lake P2N 3H7**  
705-567-9396

P.O. Box 697  
**Little Current P0P 1K0**  
705-869-2882

P.O. Box 189  
**Manitowaning P0P 1N0**  
705-869-2882

P.O. Box 487  
**Moosonee P0L 1Y0**  
705-336-2984

356 Plouffe St.  
**North Bay P1B 4G1**  
705-474-4170

3 Beechwood Dr.  
**Parry Sound P2A 1Z1**  
705-746-5809

477 Queen St. E., P.O. Box 115  
**Sault Ste. Marie P6A 5L2**  
705-253-1182

Holditch St., P.O. Box 338  
**Sturgeon Falls P0H 2G0**  
705-753-1282

199 Larch St., 2nd Flr.  
**Sudbury P3E 5P9**  
705-675-4311

38 Pine St. N.  
101 Mall, Ste. 122  
**Timmins P4N 6K6**  
705-264-5218

54 Broadway  
**Wawa P0S 1K0**  
705-856-2303

## **NORTHWEST REGION**

*Regional Administrator*  
106 N. Cumberland St., 2nd Flr.  
**Thunder Bay P7A 4M2**  
807-345-3309

24 Hemmatite, P.O. Box 988  
**Atikokan P0T 1C0**  
807-597-6212

Government Rd., P.O. Box 3000  
Ontario Government Bldg., 2nd Flr.  
**Dryden P8N 3B3**  
807-223-3321

340 Scott St.  
**Fort Frances P9A 1G9**  
807-274-3671

1405 Main St., P.O. Box 1119  
**Geraldton P0T 1M0**  
807-854-1774

136 Main St., 2nd Flr.  
**Kenora P9N 1S4**  
807-468-3348

216 Water St.  
Court House Rm. 113  
**Kenora P9N 1S4**  
807-468-6429

64 Front St., P.O. Box 759  
**Nipigon P0T 2J0**  
807-887-2938

P.O. Box 845  
**Red Lake P0V 1L0**  
807-727-2846

107 Johnson Ave., 2nd Flr.  
**Thunder Bay P7B 2V9**  
 807-344-5816

**OSHAWA-KAWARTHA LAKES  
 REGION**

*Regional Administrator*  
 146 Simcoe St. N.  
**Oshawa L1G 4S7**  
 416-571-3772 \$D3114 Worsley St.  
**Barrie L4M 1M1**  
 705-726-6461

150 St. Paul St.  
**Collingwood L9Y 3P2**  
 705-445-3110

County Court House  
**Lindsay K9V 3R9**  
 705-324-5621

303 Midland Ave.  
 Midland Centre, Ground Floor  
**Midland L4R 4N9**  
 705-526-3715

19 Front St. N.  
**Orillia L3V 4R6**  
 705-325-9508

57 Simcoe St. S., Ste. 2J  
**Oshawa L1H 4G5**  
 416-579-6500

199 Wentworth St. W., Ste. 3  
**Oshawa L1J 6P4**  
 416-571-3774

306 George St. N., Top Floor  
**Peterborough K9J 3H2**  
 705-743-2661

1305 Sheridan Mall Parkway  
 Pickering Corporate Centre  
 Suite 416  
**Pickering L1V 3P2**  
 416-831-2600

38 Walton St., Ste. 2  
**Port Hope L1A 1N1**  
 416-885-4581

**SOUTHWEST REGION**

*Regional Administrator*  
 495 Richmond St., 7th Flr.  
 P.O. Box 5600, Terminal A  
**London N6A 2P3**  
 519-679-7240

100 Wellington Square  
 City Hall, 2nd Flr.  
**Brantford N3T 2M3**  
 519-752-6505

93 Centre St.  
**Chatham N7M 4W3**  
 519-352-1243

80 Dundas St., 1st Flr.  
 P.O. Box 5600, Terminal A  
**London N6A 2P3**  
 519-679-7120

1730 Dundas St., 2nd Flr.  
**London N5W 3E2**  
 519-452-3650

700 North Christina St.  
 P.O. Box 3021  
**Sarnia N7T 7N5**  
 519-337-8891

145 Curtis St.  
**St. Thomas N5P 3Z7**  
 519-631-3430

880 Ouellette Ave.  
 Trade and Commerce Bldg., Ste. 506  
**Windsor N9A 1C7**  
 519-254-3291

40 Wellington St. N.  
**Woodstock N4S 6P3**  
 519-539-8175

**TORONTO EAST/YORK REGION**

*Regional Administrator*

150 Consumers Rd., Ste. 404  
**Willowdale M2J 1P9**  
416-494-0733

713 Davis Dr., Ste. 202  
**Newmarket L3Y 2R3**  
416-895-1900

50 Eagle St. W.  
c/o Provincial Court  
(Criminal Division)  
**Newmarket L3Y 1J3**  
416-895-5920

10720 Yonge St.  
Elgin Centre, Ste. 220  
**Richmond Hill L4C 3C9**  
416-883-1297

3148 Kingston Rd., Ste. 201  
**Scarborough M1M 1P4**  
416-266-7771

1940 Eglinton Ave E., Ste. 204  
**Scarborough M1L 4R1**  
416-750-3452

1911 Eglinton Ave. E.  
c/o Scarborough Court  
(Criminal Division)  
**Scarborough M1L 4P4**  
416-757-6601

384 Parliament St., 2nd Flr.  
**Toronto M5A 2Z7**  
416-965-0420

2069 Danforth Ave.  
**Toronto M4C 1J6**  
416-698-2818

1051 Pape Ave., 2nd Flr.  
**Toronto M4K 3W3**  
416-422-1110

200 Consumers Rd., Ste. 608  
**Willowdale M2J 4R4**  
416-494-8251

**TORONTO WEST REGION**

*Regional Administrator*

2 Dunbloor Rd.  
Provincial Bank Bldg., Ste. 312  
**Islington M9A 2E4**  
416-248-3901

5233 Dundas St. W., 3rd Flr.  
**Islington M9B 1A6**  
416-233-1197

23 Westmore Dr., Ste. 112  
**Rexdale M9V 3Y7**  
416-745-4960

1240 Bay St.  
5th Flr., Ste. 506  
**Toronto M5R 2A7**  
416-965-6434

60 Queen St. W.  
Old City Hall, Rm. 321  
**Toronto M5H 2M4**  
416-965-6527

444 Yonge St.  
College Park Court, 2nd Flr.  
**Toronto M5B 2H4**  
416-965-3236

900 Dufferin St.  
Dufferin Mall, Ste. 207  
**Toronto M6H 4B1**  
416-965-5026

2265 Keele St.  
2nd Flr., Ste. 2  
**Toronto M6M 3Z7**  
416-248-3273

121 Willowdale Ave., Ste. 102  
**Willowdale M2N 6A3**  
416-221-3473



# WEST CENTRAL REGION

## *Regional Administrator*

1315 Bishop St., 2nd Flr.

**Cambridge (Galt) N1R 6Z2**

519-623-9090

1490 Dunbar Rd., Unit 3

**Cambridge (Galt) N1R 6R3**

519-621-5760

Court House

**Goderich N7A 1M2**

519-524-6282

36 Wyndham St. S.

**Guelph N1H 7J5**

519-836-2600

c/o Guelph Correctional Centre

785 York Rd., P.O. Box 3600

**Guelph N1H 6P3**

816-822-0020

25 Main St. W.

I.B.M. Bldg., 16th Flr.

**Hamilton L8P 1H1**

416-523-5540

450 Frederick St., Ste. 302

**Kitchener N2H 2P5**

519-576-1900

4627 St. Clair Ave., P.O. Box 201

**Niagara Falls L2E 6T3**

416-356-1507

1131 Second Ave. E., Ste. 105

**Owen Sound N4K 2J1**

519-376-2236

7 Kent St. S., Ste. 1

**Simcoe N3Y 2X7**

519-426-4250

39 Queen St., 2nd Flr.

P.O. Box 907

**St. Catharines L2R 6Z4**

416-685-1318

100 Erie St.

**Stratford N5A 2M4**

519-271-5220

12 Colborne St. S.

**Walkerton N0G 2V0**

519-881-0760

76 Division St., Ste. 206

**Welland L3B 3Z7**

416-735-1660

# INSTITUTIONAL PROGRAMS DIVISION

## INSTITUTIONAL PROGRAMS DIVISION

416-750-3487

## CORRECTIONS 19

Institutional Programs Division is responsible for the correctional institutions and the various personnel, both administrative and specialized, supporting their daily operations. Regional Directors are responsible to the Executive Director, Institutional Programs, for the daily operations of the institutions located in the geographic area of their responsibilities.

Correctional institutions include jails and detention centres, a training centre, and correctional centres. Jails and detention centres (modern facilities replacing outdated jails) generally house inmates on remand, awaiting trial or sentencing, those being held for immigration hearings or deportation, those serving relatively short or intermittent sentences, and those awaiting transfer to federal institutions. The *educational* programs in the correctional centres and one training centre emphasize academic, *vocational/technical* and life skills courses. Within the correctional centres, industrial

trades training programs are also offered. Correctional centres provide minimum, medium or maximum security, dependent on the institution's classification. Three camps operate separate programs under their parent institution. The *Ontario Correctional Institute* (Brampton) and the Guelph Assessment and Treatment Unit (*Guelph Correctional Centre*) carry out assessment, treatment and research.

## **CORRECTIONAL INSTITUTIONS CENTRAL REGION**

*Regional Director*  
2 Dunbloor Rd., Ste. 312  
**Toronto M9A 2E4**  
416-248-3901

*Barrie Jail*  
87 Mulcaster St., P.O. Box 224  
**Barrie L4M 4T2**  
705-728-3933

*Hamilton-Wentworth Detention Centre*  
165 Barton St. E.  
**Hamilton L8L 2W6**  
416-523-8800

*Camp Hillsdale (Forestry Camp)*  
**Hillsdale L0L 1V0**  
705-835-3544  
(Parent Institution - Barrie Jail)

*Maplehurst Correctional Centre/  
Adult Training Centre*  
661 Martin St., P.O. Box 10  
**Milton L9T 2Y3**  
416-671-0340

*Metropolitan Toronto West  
Detention Centre*  
111 Disco Rd.  
**Toronto (Etobicoke)**  
P.O. Box 4950  
**Toronto M9W 5L6**  
416-675-1806

*Metropolitan Toronto East  
Detention Centre*  
55 Civic Rd.  
**Scarborough M1L 2K9**  
416-752-8430

*Niagara Detention Centre*  
Highway 58, P.O. Box 1050  
**Thorold L2V 4A6**  
416-227-6321

*Toronto Jail*  
550 Gerrard St. E.  
**Toronto M4M 1X6**  
416-466-2164

*Mimico Correctional Centre*  
130 Horner Ave., P.O. Box 75  
**Toronto M8V 3S9**  
416-255-0131

## **EASTERN REGION**

*Regional Director*  
1055 Princess St., Ste. 106  
**Kingston K7L 1H3**  
613-544-0813

*Brockville Jail*  
Court House Square, P.O. Box 285  
**Brockville K6V 5V5**  
613-342-1456

*Rideau Correctional Centre*  
County Rd. 2, P.O. Box 100  
**Burritt's Rapids K0G 1B0**  
613-269-4748

*Cobourg Jail*  
77 Albert St.  
**Cobourg K9A 2P9**  
416-372-2125

*Cornwall Jail*  
7 Water St. W., P.O. Box 1418  
**Cornwall K6H 5V5**  
613-932-5720

*Lindsay Jail*

50 Victoria Ave. N.

**Lindsay K9V 4G3**

705-324-3792

*L'Orignal Jail*

Queen St., P.O. Box 345

**L'Orignal K0B 1K0**

613-675-4644

*Millbrook Correctional Centre*

King St. W., P.O. Box 300

**Millbrook L0A 1G0**

705-932-2624

*Quinte Detention Centre*

89 Richmond Blvd.

**Napanee K7R 3S1**

613-354-9701

*Ottawa-Carleton Detention Centre*

2244 Innes Rd.

**Ottawa K1B 4C4**

613-824-6080

*Pembroke Jail*

297 Pembroke St. E.

**Pembroke K8A 3K2**

613-735-0647

*Perth Jail*

62 Beckwith St., P.O. Box 144

**Perth K7H 3E3**

613-267-4303

*Peterborough Jail*

Sheridan &amp; Brock Sts.

P.O. Box 1480

**Peterborough K9J 7H7**

705-743-7331

*Whitby Jail*

200 Victoria St. W.

**Whitby L1N 6G3**

416-668-7791

**WESTERN REGION***Regional Director*

1315 Bishop St.

**Cambridge N1R 6Z2**

519-623-9090

*Ontario Correctional Institute*

109 McLaughlin Rd. S.

P.O. Box 1888

**Brampton L6V 2P1**

416-457-7050

*Vanier Centre for Women*

100 McLaughlin Rd. S.

P.O. Box 1150

**Brampton L6V 2M5**

416-459-9100

*Brantford Jail*

105 Market St., P.O. Box 577

**Brantford N3T 5N9**

519-752-6578

*Burtch Correctional Centre*

R.R. #1, Mount Pleasant

P.O. Box 940

**Brantford N3T 5S6**

519-484-2421

*Waterloo Detention Centre*

182 Hespeler Rd., P.O. Box 307

**Cambridge N1R 5V2**

519-621-9710

*Chatham Jail*

17 Seventh St.

**Chatham N7M 4J9**

519-352-0150

*Wellington Detention Centre*

588 Stone Rd. E.

**Guelph N1H 6M6**

519-837-2400

*Guelph Correctional Centre*  
(includes Guelph Assessment and  
Treatment Unit - GATU)  
785 York Rd., P.O. Box 3600  
**Guelph N1H 6P3**  
519-822-0020

*Camp Dufferin (Forestry Camp)*  
R.R. #2  
**Lisle L0M 1M0**  
705-424-1520  
(Parent Institution -  
Guelph Correctional Centre)

*Elgin-Middlesex Detention Centre*  
711 Exeter Rd.  
P.O. Box 65, Station B  
**London N6E 1L3**  
519-686-1922

*Owen Sound Jail*  
1237 Third Ave., P.O. Box 517  
**Owen Sound N4K 5R1**  
519-376-0435

*Sarnia Jail*  
700 North Christina St.  
**Sarnia N7V 3C2**  
519-337-3261

*Stratford Jail*  
30 St. Andrew St.  
**Stratford N5A 1A3**  
519-271-2180

*Walkerton Jail*  
209 Cayley St., P.O. Box 429  
**Walkerton N0G 2V0**  
519-881-3442

*Windsor Jail*  
378 Brock St., P.O. Box 38  
**Windsor**  
519-254-2891

## NORTHERN REGION

*Regional Director*  
199 Larch St., 9th Flr.  
**Sudbury P3E 5P9**  
705-675-4321

*Fort Frances Jail*  
310 Nelson St., P.O. Box 189  
**Fort Frances P9A 3M6**  
807-274-7708

*Haileybury Jail*  
407 Main St., P.O. Box 578  
**Haileybury P0J 1K0**  
705-672-3701

*Kenora Jail*  
1430 River St.  
**Kenora P9N 1K5**  
807-468-3168

*Monteith Correctional  
Centre & Jail*  
Junction Highways 11 & 577  
P.O. Box 90  
**Monteith P0K 1P0**  
705-232-4092

*North Bay Jail*  
2550 Trout Lake Rd.  
P.O. Box 354  
**North Bay P1B 8H5**  
705-472-8115

*Parry Sound Jail*  
91-A James St., P.O. Box 166  
**Parry Sound P2A 2X3**  
705-746-5631

*Sault Ste. Marie Jail*  
145 McNab St., P.O. Box 415  
**Sault Ste. Marie P6A 5M1**  
705-254-6817

*Sudbury Jail*  
181 Elm St. W.  
**Sudbury P3C 1T8**  
705-675-4150



**Thunder Bay Correctional Centre**  
 Highway 61 S.  
 P.O. Box 1900, Station F  
**Thunder Bay P7C 4Y4**  
 807-577-8401

**Thunder Bay Jail**  
 285 McDougall St.  
 P.O. Box 2806, Station P  
**Thunder Bay P7B 5G3**  
 807-345-7364

**INMATE ENQUIRY & APPEALS BR**  
 416-750-3404 -

**CORRECTIONS 20**

Inmate Enquiry & Appeals Br is responsible for the *Temporary Absence Program* (TAP) which permits carefully selected *inmates* of correctional institutions to work or to attend educational training while serving a sentence. *Permits* are conditionally approved on a day-to-day basis or for longer periods as authorized. TAP also allows selected inmates to maintain family and community ties and to attend job or educational interviews. The Branch monitors the processes and outcomes of TAP case reviews and conducts case *appeals* concerning long-term TAP's. Contact the institution housing the inmates where inquiries, representations, applications and reviews are first considered. See Ministry of Correctional Services Institutional Programs Division, **CORRECTIONS 19** for list of correctional institutions. For general information on the TAP contact the Director, Inmate Enquiry and Appeals Br.

**INSTITUTIONAL STAFF TRAINING BR**  
 416-750-3491

**CORRECTIONS 21**

Institutional Staff Training Br is responsible for training of all staff in the Ministry's *correctional institutions*. This includes Correctional Officer training and management development programs for middle and senior institutional management. Courses are delivered in several locations throughout the province.

**INSTITUTIONAL PROGRAM SUPPORT SERVICES BR**  
 416-750-3366

**CORRECTIONS 22**

Institutional Program Support Services Br provides consultative service to programs in the Ministry's *correctional institutions*. Consultants in medicine, psychiatry, dentistry, *psychology*, *social work* and *chaplaincy* are responsible for planning and supervision of services in these fields. Institutional program support is also given in the areas of resources management, institutional volunteer programs, self-sufficiency, classification and allocation of inmates, education, food services, industrial programs, nursing, recreation and library services. These programs are described separately under the following entries: Bailiff Services, Education Services, Food Services, Industrial Programs, Institutional Volunteer Programs, Library Services, Medical Services, Nursing Services, Recreation Services, Resources Management, Self-Sufficiency Program.

**BAILIFF SERVICES BR**  
**INSTITUTIONAL PROGRAM SUPPORT SERVICES BR**  
 416-750-3380

**CORRECTIONS 23**

The chief provincial *bailiff* is responsible for the classification of provincial *inmates* with sentences of 89 days to 2 years less a day, coordinating the transfer movement of inmates within Ontario, and transferring federal inmates from provincial institutions to the Correctional Service of Canada.

EDUCATION SERVICES  
 INSTITUTIONAL PROGRAM SUPPORT  
 SERVICES BR  
 416-750-3366

CORRECTIONS 24

Education Services administers *education* programs and ensures that they meet the academic and vocational needs of *inmates* in correctional institutions across the province. Develops *curricula* and provides *teachers* with professional supervision.

FOOD SERVICES  
 INSTITUTIONAL PROGRAM SUPPORT  
 SERVICES BR  
 416-750-3366

CORRECTIONS 25

Food Services Consultation and Training endeavours to provide *inmates* in Ontario's *correctional institutions* with a nutritionally adequate diet and teaches *food service vocational* skills to inmates who display aptitude and desire for this type of training. Operational and training programs are conducted in the institutions and coordinated through the Ministry main office.

INDUSTRIAL PROGRAMS  
 INSTITUTIONAL PROGRAM SUPPORT  
 SERVICES BR  
 416-750-3366

CORRECTIONS 26

Develops and coordinates industrial programs in a number of *correctional institutions*. The programs, which include manufacturing provincial park picnic tables, institutional furniture, motor vehicle licence plates, and canning fruits and vegetables, are conducted in order to encourage inmates to engage in meaningful and productive activities.

INSTITUTIONAL VOLUNTEER PROGRAMS  
 INSTITUTIONAL PROGRAM SUPPORT  
 SERVICES BR  
 416-750-3366

CORRECTIONS 27

Institutional Volunteer Programs coordinates the recruiting, screening, training and supervision of *volunteers* who are involved in all phases of the operation of the Ministry's institutions. Opportunities for volunteer participation exist in all areas of the province.

LIBRARY SERVICES  
 INSTITUTIONAL PROGRAM SUPPORT  
 SERVICES BR  
 416-750-3481

CORRECTIONS 28

Provides *library* services to *inmates* and staff in all *correctional institutions* under the Ministry's jurisdiction and to the general public, students, volunteers in *corrections*, etc. who are involved in study or in the work of the Ministry. The library (basement level, 2001 Eglinton Ave. E.) operates the Ministry *reading room* which provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry.

MEDICAL SERVICES  
INSTITUTIONAL PROGRAM SUPPORT  
SERVICES BR  
416-750-3366

CORRECTIONS 29

Provides *medical, dental and psychiatric* services to *inmates* in *correctional institutions*. Sets standards for *health* care and coordinates the use of special treatment facilities.

NURSING SERVICES  
INSTITUTIONAL PROGRAM SUPPORT  
SERVICES BR  
416-750-3366

CORRECTIONS 30

Nursing Services are provided to all correctional institutions. At two of the larger institutions 24-hour service exists. *Nursing* staff act as resource persons; initiate screening programs for *tuberculosis* and *venereal disease*; follow up on health care referrals; provide assessment to medical colleagues; carry out emergency medical measures in the absence of a physician; work closely with the attending physician, psychiatrist, psychologist and other staff. Nursing staff also *counsel* and instruct *inmates* on *health* care and assess individuals' health status. All nursing staff are registered nurses.

RECREATION SERVICES  
INSTITUTIONAL PROGRAM SUPPORT  
SERVICES BR  
416-750-3366

CORRECTIONS 31

Provides *leisure education and fitness* programs and a wide variety of *recreation* activities in Ontario's *correctional institutions*. Programs are designed to bring *inmates* into contact with the public in controlled settings both in the institution and the community. In many institutions recreation facilities such as gymnasias and playing fields are used by the community under certain conditions. Inmates assist in community programs as officials and in other *volunteer* roles.

RESOURCES MANAGEMENT  
INSTITUTIONAL PROGRAM SUPPORT  
SERVICES BR  
Ontario Correctional Institute  
Brampton  
416-457-7050

CORRECTIONS 32

Resources Management is responsible for *energy conservation* and *waste* reduction in *correctional institutions*.

SELF-SUFFICIENCY PROGRAM  
INSTITUTIONAL PROGRAM SUPPORT  
SERVICES BR  
416-750-3366

CORRECTIONS 33

The Self-Sufficiency Program consists of projects in which inmates help produce their own food and clothing, and selected items through industrial programs, and operate cottage industries.

## AGENCIES

ONTARIO BOARD OF PAROLE  
416-750-3360

CORRECTIONS 34

The Ontario Board of Parole considers for *parole inmates* serving sentences of less than two years. The Board reviews the terms of persons in provincial correctional institutions only, not those of persons in federal institutions. The Chairman is responsible for the over-all administration of the Board and for five Regional Parole Boards and their members. The Regional Boards are responsible to the Chairman of the Ontario Board of Parole for all parole considerations made in the regions.

*Western Regional Parole Board*  
P.O. Box 1716  
**Guelph N1H 6P3**  
519-822-0482

*Eastern Regional Parole Board*  
1055 Princess St., Ste.307  
**Kingston K7L 1H3**  
613-542-7369

*Northern Regional Parole Board*  
2001 Eglinton Ave. E.  
**Scarborough M1L 4P1**  
416-750-3360

*Northern Regional Parole  
Board Sub Office*  
P.O. Box 90  
**Monteith P0K 1P0**  
705-232-6969

*East Central Regional  
Parole Board*  
2001 Eglinton Ave. E.  
**Scarborough M1L 4P1**  
416-750-3360

*West Central Regional  
Parole Board*  
2001 Eglinton Ave. E.  
**Scarborough M1L 4P1**  
416-750-3360



## MINISTRY OF CULTURE AND RECREATION

77 Bloor St. W.

Toronto M7A 2R9

(Location Exceptions Noted)

The Ministry encourages responsible citizenship through cultural and recreational development. Its programs relate to heritage conservation, arts support, sports and fitness, information access, citizenship and multiculturalism. The Ministry supports a number of cultural, recreational and historical facilities.

### DEPUTY MINISTER'S OFFICE

#### AFFIRMATIVE ACTION PROGRAM

MCR 1

416-965-3061

The Affirmative Action Program Manager develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

#### COMMUNICATIONS BR

MCR 2

416-965-0615

Provides information service for the Ministry. Establishes the Ministry's communications policy and advises its branches on communications problems. Provides communications support to the Minister and the Deputy Minister. Activities include media liaison, answering public inquiries, producing and distributing publications, news releases and audio-visual materials. The following programs report to the Communications Branch and are described individually: Media Production Unit, Resource Centre, Wintario Grants Information Office.

#### COMMUNICATIONS BR MEDIA PRODUCTION UNIT

MCR 3

416-965-6761

The Unit coordinates output of Ministry publications, *audio-visual* and display materials. Edits *manuscripts*, prepares copy for typesetting, design and camera-ready art and arranges for production of these materials. Monitors Ministry material to ensure style consistency and quality.

#### COMMUNICATIONS BR RESOURCE CENTRE

MCR 4

416-965-6763

The *Resource Centre and Library* maintains an up-to-date collection of books, pamphlets, *films*, video tapes and teaching materials which are made available to all Ministry staff and to any community organization involved in *cultural* or recreational programs. These materials cover various subjects such as *community development*, *multiculturalism*, *informal education*, *language training*, *recreation*, *leisure*, *retirement planning*, human relations, *prejudice*, *theatre*, *arts and crafts*, *Native peoples*, *disability*, *librarianship* and *volunteers*. Staff can assist in searching materials. The Resource Centre operates the Ministry *reading room* which provides public access to Ministry publications, statutes, regulations, and most manuals and internal procedures used by the Ministry. In Toronto contact the Resource Centre; other areas contact field offices listed under Field Services, Ministry of Culture & Recreation, MCR 20.

## COMMUNICATIONS BR WINTARIO GRANTS

MCR 5

416-965-2390

The *Wintario Grants Information Office* is an information service for the *Wintario Grants Program*. Handles general inquiries about the program, maintains a central record of the status of all applications, gathers *statistics* and prepares reports. Net profits from *Wintario* are available to non-profit community groups, organizations, municipalities and *Indian Band Councils* for capital and non-capital projects concerning *sports, recreation, fitness, arts, heritage, public libraries, multiculturalism* and *citizenship* and other projects of a recreational and *cultural* nature. Information and application forms are also available from Ministry field offices listed under Field Services, Ministry of Culture & Recreation, MCR 20.

## FRENCH LANGUAGE SERVICES

MCR 6

416-965-2506

Coordinates the provision of French language services in the Ministry of Culture & Recreation.

## LEGAL SERVICES BR

MCR 7

416-965-5793

Provides legal services for the Ministry and its agencies. Counsels the Ministry on legal matters including: interpretation of statutes and regulations; preparation and review of proposed legislation, regulations and other legal documents. Supplies the Ministry with general legal services such as preparing litigation, settlement of claims, acting at court hearings, etc.

## FINANCE &amp; ADMINISTRATION DIVISION

## CAPITAL SUPPORT UNIT

MCR 8

416-965-5399

Coordinates capital support programs of the Ministry which include the *Community Recreation Centres Act, Grants* for Cultural Support Capital and the *Wintario Capital Grants Program*. The *Wintario Capital Grants Program* provides assistance for *cultural* and *recreational* facilities: master plans and feasibility studies; their construction and renovation; and the provision and improvement of their accessibility by the *disabled*.

The programs also provide capital *grants* for community *recreation centres, sports facilities, arts facilities* such as *theatres* and *art galleries, museums, heritage* conservation projects, facilities for *libraries* and *multicultural centres*.

The Unit (965-0322) also provides consultation on planning studies and technical advice and information on the development and operation of *cultural* and recreational facilities (*recreation centres, arenas*) to Ministry Field Offices and customers (municipalities and incorporated non-profit organizations and community groups). Contact Field Offices listed under Field Services, Ministry of Culture and Recreation, MCR 20.

## FINANCE BR

MCR 9

416-965-4832

Provides the Ministry with financial management and *accounting* services. Functions include supporting Program Managers in the areas of budget preparation, financial analysis

and management by results; liaison with Central Agencies, other Ministries and the Provincial Auditor; processing, including the pre-audit, and recording of all expenditures and revenues; preparation of financial reports for management information. In addition, the Branch establishes Ministry accounting and financial policy.

#### INTERNAL AUDIT UNIT

MCR 10

416-965-9941

Internal Audit Unit is responsible for the Ministry's audit functions which include review and appraisal of Ministry accounting, financial and operational controls.

#### MANAGEMENT SYSTEMS & SERVICES BR

MCR 11

416-965-7486

The Branch is responsible for management systems: systems development, operations and maintenance, *records management* and *forms control* (965-0665). These services help Ministry staff plan, develop, deliver and evaluate its programs. Systems development services include the definition, development, implementation and documentation of computerized and non-computerized information and administrative systems. This includes liaison with Government Services' Communications and Computer Services Division and systems services in the private sector.

The Branch is also responsible for office and other central administrative services for the Ministry and its agencies (965-7486). Administrative Services include purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, assets management, maintenance of policy and procedures manuals (e.g., Manual of Administration). The Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. It is also responsible for office safety supervision.

#### PERSONNEL BR

MCR 12

416-965-0225

Performs the personnel functions for the Ministry of Culture & Recreation. Also coordinates and plans Ministry's participation in government-wide *youth employment* programs. The Branch works mainly in an advisory capacity with all line managers who have primary responsibility for all personnel matters within their units. It is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances and all matters affecting working conditions and performance. Maintains the Ministry's personnel, payroll and employee benefit records. Provides liaison between the Ministry and Civil Service Commission, Management Board and the Ontario Public Service Employees Union (OPSEU).

#### TRANSLATION BUREAU

MCR 13

1200 Bay St., 10th Flr.

Toronto M5R 2A6

416-965-2891

Provides *translation* services for government ministries, designated agencies and the Legislature on a charge-back basis and provides a free service for landed *immigrants* who



need official *documents* translated into English in order to find work or pursue their education and training in Ontario. The *French* and English Language Service Sections (965-2891) are located at the above address. The *Multilingual Service Section* (965-1458) for all languages other than French, including the free translation service to the public as described above, is located at the Ontario *Welcome House*, 454 University Ave., Toronto.

## CULTURE DIVISION

### ARTS SERVICES BR 416-965-6256

MCR 14

*Arts Services Branch* develops policies and programs to encourage excellence in the *arts* and wider participation in *arts* activities. Provides operating *grants* to provincial *cultural* institutions and agencies, provincial *arts* service organizations, and certain *arts* training institutions. Administers the *Wintario Non-Capital Arts Program*. The following programs of this Branch are described individually: Cultural Exchange Program, Festival Ontario, Outreach Ontario, Public Art Galleries Grants. For information, contact main office or field offices listed under Field Services, Ministry of Culture & Recreation, MCR 20.

### ARTS SERVICES BR CULTURAL EXCHANGE PROGRAM 416-965-6509

MCR 15

Provides information and/or *grants* to community associations, individual *artists* and *arts* groups involved in interprovincial or international *cultural exchanges*. Criteria used for assessment includes public accessibility, community support, financial accountability of group, and the 'special' versus on-going nature of the project. Level of funding will be determined on an individual project basis. A variety of cultural *exchanges* between Ontario and Quebec are assisted under the auspices of the *Ontario Quebec Permanent Commission*.

### ARTS SERVICES BR FESTIVAL ONTARIO 416-965-6509

MCR 16

*Festival Ontario* coordinates *exhibitions* from major *cultural* and *arts* institutions (e.g. Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority (OECA), Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and makes these available free of charge to communities to augment *festivals* or special events. Festival Ontario does not organize festivals but assists at the request of communities. Contact main office or regional offices listed under Field Service, Ministry of Culture & Recreation, MCR 20.

### ARTS SERVICES BR OUTREACH ONTARIO 416-965-6256

MCR 17

*Outreach Ontario* is designed to decentralize the province's *cultural* resources by encouraging Toronto area *cultural* institutions to diversify their programs, expand extension services and undertake cooperative projects. Cultural agencies and facilities involved include: the Art Gallery of Ontario, the Royal Ontario Museum, the Royal Botanical Gardens, the Ontario Educational Communications Authority, the Ontario Science Centre, the McMichael Canadian Collection and regional public libraries. These agencies de-



velop and administer their own Outreach programs. Contact main office or field offices listed under Field Services, Ministry of Culture & Recreation, MCR 20.

#### ARTS SERVICES BR PUBLIC ART GALLERIES

MCR 18

##### GRANTS

416-965-6256

Assists eligible non-profit community *art galleries* through *grants* for basic operating and administrative expenditures. Galleries must meet eligibility criteria and provide detailed financial and operations information. Applications are available through the main office or field offices listed in the Field Services entry, MCR 20. Art galleries may also apply to Ontario Arts Council for assistance with program and exhibition expenses.

#### CULTURAL INDUSTRIES BR

MCR 19

416-965-7690

Provides liaison with various levels of government for the *film industry*, *recording industry*, *book publishing* and *periodicals* industries. Recently, became involved with commercial live *theatre*. Does not give grants; emphasizes policy development. Accepts applications from established *book* publishers for guaranteed *loans* and interest *subsidies*. Manages Ontario *Half Back* program which, from time to time, allows non-winning *Wintario* tickets to be used for discounts on certain Canadian *cultural* products.

#### SPORTS, RECREATION & FIELD SERVICES

##### FIELD SERVICES

MCR 20

416-965-0617

*Field Services* represents the Ministry throughout the Province by delivering and communicating Ministry programs and services to the public.

The primary role of Field Services is to guide, counsel and consult with *municipal* and community organizations and interest groups involved in *recreational* and *cultural* activities to ensure that existing programs reflect the participants' needs, that new needs can be identified and interests can be developed. Field Services promotes *community development* and organizational skills and encourages and supports *leadership training* programs. Field Services staff are a communications link between the communities in which they work and program specialists in Queen's Park.

Consultants also administer Ministry *grants* to cultural and recreational organizations for the following: *recreation* programs (Regulation 200); community *recreation centres* (*Community Recreation Centres Act*); public *libraries* (*Public Libraries Act*); non-profit *camps* (Regulation 70/76); *heritage* and *historical* programs (*Ontario Heritage Act*); *museums* (*Museums Act*); *Wintario*; *community information centres*; programs for and by *Native peoples*; *multicultural centres*; *intercultural development*; *cultural facilities*; reception, orientation, *French* (in areas where there is a heavy concentration of French speaking people) and *English as a Second Language* training, for *immigrants*; summer *youth employment for students*; special projects. Consultants also administer discretionary funds for: *leadership training* programs; skill training programs; *organizational development*; communications projects; workshops, seminars, meetings; resource consultation to groups; experimental projects. Consultants meet with groups to explain what funding programs exist and the criteria governing them. They help in developing applications and make recommendations for groups' eligibility.

Six regional planning areas, headed by regional managers, are divided into districts coordinated by district supervisors, with geographic areas, each served by community consultants. There are 18 Ministry field offices in the Province listed below. (Note that the following branches have their own field offices: the Native Community Branch, the Heritage Administration Branch Museums Field Office and the Historical Planning and Research Branch Archaeological Field Offices. These programs are described separately under each branch's heading.)

## CENTRAL EAST REGION

*Regional Office &  
French Language Unit*  
700 Bay St., 8th Floor  
**Toronto M7A 2R9**  
416-965-0283

*District Office*  
700 Bay St.  
**Toronto M7A 2R9**  
416-965-9940  
(City of Toronto,  
Boroughs of York & East York)

*District Office*  
700 Bay St.  
**Toronto M7A 2R9**  
416-965-0286  
(Boroughs of Scarborough  
& Etobicoke, City of North York  
Region of Peel)

*District Office*  
114 Worsley St.  
**Barrie L4M 1M1**  
705-737-3301  
(Simcoe County,  
District of Muskoka,  
York Region)

*District Office*  
305 Stewart St.  
**Peterborough K9J 3N2**  
705-748-3711  
(Peterborough County,  
Haliburton County,  
Northumberland County,  
Victoria County,  
Durham Region)

## CENTRAL WEST REGION

*Regional Office & District Office*  
1083 Barton St.  
**Hamilton L8L 3E2**  
416-549-2471  
(Regional Municipality of Halton,  
Regional Municipality of Hamilton-  
Wentworth)

*District Office*  
71 King St., Ste. 301  
**St. Catharines L2R 3H7**  
416-688-6472  
(Regional Municipality of  
Niagara, Regional Municipality of  
Haldimand-Norfolk)

*District Office*  
55 Erb St. E., Ste. 307  
**Waterloo N2J 4K8**  
416-886-3520  
(Regional Municipality  
of Waterloo, Wellington & Dufferin  
Counties, Brant County)

## EASTERN REGION

*Regional Office*  
1 Nicholas St., 11th Flr.  
**Ottawa K1N 7B7**  
613-566-3721

*District Office*  
1 Nicholas St.  
**Ottawa K1N 7B7**  
613-566-3725  
(Ottawa Carleton)

*District Office*  
1 Nicholas St.  
**Ottawa K1N 7B7**  
613-566-3728  
(Ottawa Valley United Counties:  
Prescott, Russell, Glengarry,  
Stormont, Dundas, Lanark, Renfrew)

*District Office*  
280 Pinnacle St., Ste. 3  
**Belleville K8N 3B1**  
613-968-3474  
(Hastings & Prince Edward,  
Frontenac)

1055 Princess St., 3rd Flr.  
**Kingston K7L 5T3**  
613-542-7349  
(Frontenac, Leeds & Grenville,  
Lennox & Addington)

## NORTHEASTERN REGION

*Regional Office, District Office*  
215 Oak St. E., 2nd Flr.  
**North Bay P1B 1A2**  
705-474-3821  
(Districts of Temiskaming South,  
Parry Sound & Nipissing)

22 Wilcox St., 2nd Flr.  
**Timmins P4N 3K6**  
705-267-7117  
(Cochrane & Temiskaming North)

*District Office*  
Elgin Tower  
390 Bay St.  
**Sault Ste. Marie P6A 1X2**  
705-942-3751  
(District of Algoma  
except North Shore)

*District Office*  
199 Larch St., 4th Flr.  
**Sudbury P3E 3Z8**  
705-675-4346  
(Manitoulin, North Shore,  
Mississauga Reserve,  
Regional Municipality of Sudbury)

## NORTHWESTERN REGION

*Regional Office & District Office*  
1825 Arthur St. E.  
**Thunder Bay P7E 5N7**  
807-475-1255  
(Thunder Bay District)

*District Office*  
479 Government Road  
P.O. Box 3000  
**Dryden P8N 3B3**  
807-223-2271  
(Districts of Kenora, Southern  
Patricia & Rainy River, Isolated  
Communities in the Districts of  
Thunder Bay, Patricia & Kenora)

## SOUTHWESTERN REGION

*Regional & District Office*  
495 Richmond St., 5th Flr.  
**London N6A 5A9**  
519-438-2947  
(Middlesex, Lambton, Elgin,  
Perth, South Huron, Oxford)

427 Tenth St.  
**Hanover N4N 1P8**  
519-364-1626  
(North Huron, Grey, Bruce)

250 Windsor Ave., 6th Flr.  
**Windsor N9A 6V9**  
519-256-4919  
(Essex, Kent)

SPORTS & RECREATION BR SPORTS SERVICES  
SECTION  
416-965-6546

MCR 21

Encourages participation in *sports* for individual enjoyment. Sports Development Unit (965-6546) promotes competition in multi-sports games (e.g., Regional and Provincial



Ontario *Summer and Winter Games* for the able-bodied and the disabled). Its *Sports Awards Program* honors accomplishments of *athletes* and citizens in amateur *sports*. Its *Coaching Development Program* improves the calibre of *leadership* in amateur sport through training courses for coaches. *Ontario Sports Travelcade* takes *sports* and *fitness* resources around Ontario to help raise the level of expertise of *athletes* and coaches. The *Ontario Elite Athlete Assistance Program* provides limited *financial assistance* to selected amateur *athletes* for training and competition. Sports Programs Unit (965-4591) provides administrative, consultative services and *grants* to provincial sport governing bodies. The *Ontario Sports Administration Centre* (429-7701), a private organization that provides administrative services for these governing bodies, is funded by this Ministry. Information on all of the above services is also available from Ministry field offices listed under Field Services, Ministry of Culture & Recreation, MCR 20.

#### SPORTS & RECREATION BR RECREATION & FITNESS SECTION 416-965-2625

MCR 22

Recreational Services Unit (965-5665) advises community, regional and provincial *recreation* agencies and institutions and is responsible for the development of resources in: education for *leisure*, *therapeutic recreation*, outdoor *recreation*, camping, non-profit *camp*s, *recreation* for families, *senior citizens* and youth, community *recreation* services, *recreation* education and *research*. Provides *grants* to non-profit *camp*s. The Unit is also responsible for the *certification* of *recreation* professionals and provides support to professional *recreation* associations. Serves as contact for the *Ontario Research Council on Leisure*. Fitness Services Unit (965-6312) promotes a more active lifestyle which will improve the personal *fitness* levels of the citizens of Ontario. Programs are designed to motivate people to exercise, to educate them about physical activity, to provide greater opportunity for them to be active, and to coordinate the various agencies involved in *fitness*. The Unit operates a promotional campaign through the media and its own publications, *fitness awards* programs, consultation service concerning the *fitness* of *employees*, and *fitness leadership* training. It supports community initiatives. Information on the above services is also available from Ministry field offices listed under Field Services, Ministry of Culture & Recreation, MCR 20.

#### HERITAGE CONSERVATION DIVISION

##### HERITAGE ADMINISTRATION BR 416-965-4021

MCR 23

Architectural Conservation Section provides technical support to the *Ontario Heritage Foundation* for its grants or loans programs which encourage *architectural conservation* or preservation of buildings of *historical* and/or architectural significance. Advice on preservation is offered to organizations and individuals, including assistance with the establishment of *Local Architectural Conservation Advisory Committees* (LACAC) and programs.

Historical Conservation and Promotion Section provides technical support for the *Ontario Heritage Foundation* in preserving *heritage* buildings and in erecting *plaques* to commemorate people or events of province-wide importance. Provides *grants* to help fund the operations of local *heritage* groups and gives them technical advice. Also gives municipalities and community groups *grants* to assist in the erection of local *plaques*. Ad-



ministers the *Ontario Heritage Foundation grants* program aiding projects of a *historical* nature (e.g. publication of local histories).

Museums Assistance Program provides technical advice and *grants* to *museums* owned and maintained by municipalities, *Indian Band Councils*, conservation authorities, libraries and non-profit corporations. For information on all of the above services, contact main office or field offices listed under Field Services, Ministry of Culture and Recreation, MCR 20.

#### HERITAGE TRUST BR 416-965-5727

MCR 24

Develops the arrangements and agreements leading to the donation to, or purchase by, the *Ontario Heritage Foundation* of buildings of *historical* or architectural value, *parkland* of scenic, recreational or *archaeological* interest, conservation *easements* on such property, items of *archaeological* importance and works of *art*. Following acquisition, arrangements are made for *architectural conservation* or restoration where necessary, as well as for custody, use or display.

#### HISTORICAL PLANNING & RESEARCH BR 416-965-4490

MCR 25

The Branch has *archaeological* and *heritage planning* expertise. To encourage *heritage* conservation, it assists in planning and development activities of other ministries. It participates in their *land use planning* (e.g., *environmental assessments*), identifies areas of conflict and areas for further investigation and evaluates the *heritage* resource base.

The Branch administers the *Ontario Heritage Act* which requires *licences* for *archaeological* work and empowers the Minister to designate *archaeological* sites and to place stop work orders on development. The Branch provides staff support to the *Ontario Heritage Foundation* in giving grants for *archaeological* projects and acquiring property rights for *archaeological* sites. It maintains a computerized *archaeological* site file, linked to the Archaeological Survey of Canada National Site Inventory in Ottawa. An historical and architectural data system is being developed.

*Archaeological Field Offices* of the Branch's *Archaeological Research Section* serve the above programs. Regional archaeologists are the community-centered, operational arm of the Ministry's *archaeological* program. They develop community-based programs in archaeology and *heritage conservation* and stimulate public awareness and concern through the development of a regional network of contacts and volunteer workers. They assist the head office with its *archaeological licences* and *grants* activities by doing field inspections and reports. Regional archaeologists plan, develop and manage *heritage research* programs and projects. They undertake field surveys, excavations and technical analyses of artifacts in conjunction with the Branch's advisory services, other governmental development activities and local community interests, adding to the basic *archaeological* data for the pre-history and history of Ontario and conserving *archaeological* resources. Archaeological field offices assist municipalities and developers in recognising and evaluating *archaeological* and other *heritage* resources.

Regional archaeologists provide information, advice, technical assistance and *heritage* conservation services to municipalities, educational institutions, *archaeological* societies, private corporations and the public. They prepare manuscripts for scholarly and popular publication of *archaeological research*.

Regional archaeologists respond to emergency situations requiring rescue and salvage of threatened *heritage* sites. Regional Archaeologists provide information and educational assistance on archaeology and heritage conservation to the community, including lectures, displays, publications and organizational counselling.

There are six offices throughout the Province (arranged alphabetically by name of city or town):

207 First St. S.  
**Kenora P9N 1C2**  
807-468-8928  
(Northwestern)

390 Bay St., 3rd Flr.  
**Sault Ste. Marie P6A 2A7**  
705-253-2625  
(Northeastern)

55 Center St.  
**London N6V 1T4**  
519-433-8401  
(Southwestern)

1825 East Arthur St.  
**Thunder Bay 'F' P7E 5N7**  
807-475-1447  
(North Central)

1 Nicholas St.  
Ste. 1105, 11th Flr.  
**Ottawa K1N 7B7**  
613-238-5157  
(Eastern)

700 Bay St., 8th Flr.  
**Toronto M5G 1Z6**  
416-965-8258  
(South Central)

#### HURONIA HISTORICAL PARKS

MCR 26

P.O. Box 160  
Midland L4R 4K8  
705-526-7838

The Ministry operates and maintains *historic sites* at Midland (*Sainte-Marie among the Hurons*) and at Penetanguishene (*Historic Naval & Military Establishments*). Ste-Marie, once a 17th century French Jesuit mission, has been reconstructed on its original site. The Historic Naval & Military Establishments is a restored and reconstructed 19th century British *naval* base and *military* garrison. Both are open to the public mid-May to Labour Day but Ste-Marie remains open until the Canadian Thanksgiving. The historical attractions are operated to promote an appreciation of the native *Indian*, *French* & *British* heritage of Ontario. Costumed staff demonstrate skills and *crafts* of the eras. A resource *library* at Ste-Marie, open to the public year round on weekdays, provides information about the two historic sites.

#### OLD FORT WILLIAM

MCR 27

Vickers Heights P.O.  
Thunder Bay P0T 2Z9  
807-577-8461

*Old Fort William*, one of the *historic sites* operated by the Ministry, is a reconstruction of the original Fort William to the period 1803-1821. The original fort was the inland headquarters of the North West Company and the focal point of the Company's operations and vast explorations. Each summer it was the temporary home of 2,000 or more voyageurs, clerks, natives and North West Company partners who assembled there for the Great Rendezvous. Today, the visitor is invited to 'venture into the past' to experience life as it was in this colourful era. Old Fort William is a living historical community and,

as such, it offers the visitor a wide range of experiences. It is open to the public from mid-May to the end of September.

## CITIZENSHIP DIVISION

CITIZENSHIP SERVICES BR  
416-965-6621

MCR 28

Develops and supports programs aimed at developing and improving *ethnic* and intercultural relations. Programs include: developing an appreciation for different ethnocultural groups in Ontario; encouraging information sharing through intercultural workshops; assisting the development within institutions of a sensitivity to cultural differences. Branch consultants provide consultative services, publications, *films*, *tapes*, and intercultural development *grants* to community groups, voluntary agencies, professional associations, and other institutions. Consultants also work with other ministries to encourage and monitor the implementation of the government's *multicultural* policy. The Community Outreach unit described separately is also a part of this Branch. Branch services are also available through the Ministry's field offices (see Field Services, Ministry of Culture & Recreation, MCR 20).

The Branch is responsible for the Ministry's liaison with the *Multicultural History Society* (416-979-2973) which is funded by *Wintario*. The Society is engaged in the *Multicultural History Project* to collect, catalogue and preserve *historical* material on Ontario *ethnocultural* groups. Once processed, the material is made available to the public through the *Archives of Ontario*.

CITIZENSHIP SERVICES BR COMMUNITY  
OUTREACH UNIT  
416-965-7505

MCR 29

Advances and encourages responsible *citizenship* by: promoting and facilitating the development of individual *leadership* capabilities and the increased organizational effectiveness of community groups; encouraging and enhancing *volunteer* participation and action. Support is provided through consultative and advisory services, *financial assistance*, training and development programs and educational resource materials. Clientele served include non-profit cultural and recreational community groups, provincial agencies and municipalities involved in the areas of arts, recreation, sports, heritage and ethnocultural matters.

NATIVE COMMUNITY BR  
416-965-5003

MCR 30

The Branch consults and works with *Native* communities and organizations to assist in encouraging Native self-reliance and participation in the life of the province. Branch objectives are: to support Native *heritage* preservation and cultural continuity, to assist Native communities in socio-economic development, to promote the development of human resources and *leadership* in the Native community, and to facilitate direct Native access to government services and resources. Its programs include consultative assistance, *research* and *information*, publications, policy advisory services and *grants*.

Consultation is provided to Metis communities, Friendship Centres, the Native Women's Association, *Indian Bands*, Native cultural and communications groups and other local Native groups by the Branch's Community Resource Officers throughout Ontario. Pro-



vincial Native organizations have recourse to Toronto consultants. Consultation services include: assisting native communities in identifying local problems and in developing appropriate projects; advising Native communities and organizations of services or programs which could help their development, and assisting them in securing resources necessary to conduct *community development* projects; linking Native communities and organizations with the appropriate provincial ministries and agencies; providing assistance to Native leaders on the preparation, submission and evaluation of project proposals to government.

The Branch has developed a vertical file system on Native people. Research studies and information are being gathered and organized in the areas of demographic data, and social and economic conditions. Publications are being developed to promote a better knowledge of Native people and their organizations throughout Ontario.

The Branch provides information and consultation to provincial ministries and agencies on policies or programs related to Native people. Its *grants* program provides assistance to projects such as: Native heritage, communications, social development, leadership training, small *businesses*, provincial organization support, feasibility studies, and meetings.

Branch services are provided through 11 field officers and three area supervisors (see list below). Staff in Toronto provide research support to the field, work directly with provincial organizations and liaise with other federal and provincial departments, ministries and agencies.

## NORTHEAST AREA

*Area Supervisor*  
15 Matchedash St. N.  
**Orillia L3V 4T4**  
705-325-9561

390 Bay St., 3rd Flr.  
**Sault Ste. Marie P6A 1X2**  
705-942-0419

199 Larch St., 4th Flr.  
**Sudbury P3E 5P9**  
705-675-4349

22 Wilcox St., 2nd Flr.  
**Timmins P4N 3K6**  
705-267-7110

## NORTHWEST AREA

*Area Supervisor*  
1825 East Arthur St.  
**Thunder Bay P7E 5N7**  
807-475-1225

240 Scott St., 2nd Flr.  
Box 613  
**Fort Frances P9A 3M9**  
807-274-9732

303 Main St.  
Box 778  
**Geraldton P0T 1M0**  
807-854-0169

20 Main St.  
**Kenora P9N 1S7**  
807-468-5568  
(West Patricia area  
& Kenora/Dryden area)

1825 East Arthur St.  
**Thunder Bay P7E 5N7**  
807-475-1225

## SOUTHWEST AREA

*Senior Consultant*  
77 Bloor St. W., 5th Flr.  
**Toronto M7A 2R9**  
416-965-5003



77 Bloor St. W., 5th Flr.  
**Toronto M7A 2R9**  
 416-965-5003  
 (Toronto/Hamilton/Ottawa)

495 Richmond St., 5th Flr.  
**London N6A 5A9**  
 519-438-2947

**NEWCOMER SERVICES BR**  
 416-965-2285

**MCR 31**

Provides programs related to reception and settlement, orientation and language training of *immigrants* and *refugees*. Provides the 'Newcomer's Guide to Services in Ontario', an orientation resource to newcomers, teachers and counsellors of newcomers, available in several languages. Gives information on setting up parents' and preschoolers' and other community-based newcomer language and orientation classes. Print and *audio-visual* materials and information on French and *English as a Second Language* (ESL) teaching and classes are available from the ESL clearing house (965-4331). For information on newcomer integration (NI) project grants including grants for refugee settlement and newcomer language orientation classes (NLOC) grants, contact Ministry field offices listed under Field Services, Ministry of Culture & Recreation, MCR 20.

**NEWCOMER SERVICES BR INDO-CHINESE**  
 454 University Ave.  
 Toronto M5G 1R6  
 416-965-9268

**MCR 32**

The Indo-Chinese Refugee Unit provides a clearing house of information about the *refugees* and consultation and support for communities and agencies assisting Indo-Chinese refugee families.

**NEWCOMER SERVICES BR WELCOME HOUSE**  
 454 University Ave.  
 Toronto M5G 1R6  
 416-965-3021

**MCR 33**

The *Ontario Welcome House* provides *English as a Second Language* (ESL) instruction linked with child care (965-2365) and *multilingual information service* and referral to government and social agencies. *Multilingual* receptionists at the Toronto International Airport (678-2540) assist *immigrants* upon arrival.

## **INFORMATION ACCESS DIVISION**

**INFORMATION ACCESS DIVISION**  
 416-965-0862

**MCR 34**

The Division provides a focus for government-wide initiatives for improving public access to Ontario government information and services. It provides direction to community-based information providers through the Libraries and Community Information Branch and is responsible for a central information resource through the Citizens' Inquiry Bureau of the Citizen's Information Branch.

**CITIZENS' INFORMATION BR**  
 416-965-0862

**MCR 35**

The Branch is responsible for coordinating government-wide initiatives related to im-

proving public access to Ontario government information and services. These include: creating a separate section of local telephone directories for government and other services; improving the listing of Ontario government services; encouraging ministries to set up long-distance telephone programs to ensure that all citizens of the Province can reach key government programs toll-free.

Toll-free numbers to Ontario government services are now listed in local telephone directories. For help in identifying the appropriate service, the public in these areas can call locally: Toronto, 965-1211; London, 679-7000; Ottawa, 566-2721; Sudbury, 675-4547; Thunder Bay, 475-1110. For the rest of Northern Ontario, call the local Ministry of Northern Affairs Office listed under the Field Operations, Ministry of Northern Affairs, MNA 2. All other areas, ask Operator for *Zenith Ontario*.

The Citizens' Information Branch is responsible for the Citizens' Inquiry Bureau (described separately) and the *Information Access* offices in London and Ottawa:

353 Richmond St.  
Main Floor, Room 3  
London N6A 3C2  
519-679-7000

Central Switchboard, County Courthouse  
2 Daly Ave., Room M19  
Ottawa K1N 6E2  
613-566-2721

#### CITIZENS' INQUIRY BUREAU

MCR 36

416-965-3535

The *Citizens' Inquiry Bureau* is an information service which refers the inquirer to the appropriate source of Ontario government information or coordinates information and services for those unable to do so themselves. Serves the public both directly and by assisting other Ontario government offices including the Queen's Park switchboard, Members of Provincial Parliament, community information centres, libraries, community and private organizations, and those referred from these sources. Responds to general inquiries on Ontario and the organization and services of its government; produces publications such as this Index to Ontario government programs and services. Citizens' Inquiry Bureau operates a teletype service for the *deaf* (TTY), which enables the deaf to ask questions about provincial services from anywhere in Ontario. In Toronto, call 965-5130. Long-distance, call 1-800-268-7095.

#### COMMUNITY INFORMATION SERVICES PROGRAM

MCR 37

416-965-0862

Provides *grants* to fund eligible *community information centres*; advises them on matters such as information management, policy, staffing and *volunteer* training and prepares publications. Contact field offices listed under Field Services, Ministry of Culture & Recreation, MCR 20. The Community Information Services Program is part of the Libraries and Community Information Branch.

#### LIBRARIES & COMMUNITY INFORMATION BR

MCR 38

416-965-2696

The Branch is responsible for assistance to *public libraries* and *community information centres* throughout Ontario. Provides *grants* and *statistics* and other information assistance. Maintains close liaison with associations related to library and information functions and develops library services on a province-wide basis. Publishes the *Ontario Li-*

*brary Review* and *In Review: Canadian Books For Young People*. Serves as the contact for the *Ontario Provincial Library Council*, established under the Public Libraries Act to advise the Minister on the development and coordination of library services in Ontario. The Council has 23 members, nine appointed by the Ministry and 14 by the regional library boards.

## AGENCIES

### ADVISORY COUNCIL ON MULTICULTURALISM

MCR 39

#### & CITIZENSHIP

1200 Bay St., 10th Flr.  
Toronto M7A 2R9  
416-965-6889

The *Advisory Council on Multiculturalism & Citizenship* consists of sixty members appointed by Order in Council who are regionally and ethnically representative of major ethnic cultures and populations in Ontario and have had previous experience related to *multiculturalism*. Council's role is to advise the government of Ontario on all matters within the authority of the government which pertain to *multiculturalism* within a context of full, equal and responsible *citizenship* for all residents of the province. Reports to the Minister of Culture & Recreation.

### ARCHIVES OF ONTARIO

MCR 40

77 Grenville St.  
Toronto M5S 1B3  
416-965-4030

The *Archives of Ontario* acquires significant unpublished *documents* to preserve Ontario's *historical heritage* and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies important non-current records through statutory control, and from other sources through donation or purchase, any important *historical manuscripts, maps, pictures, photographs, early newspapers*, etc. Maintains a conservation *laboratory* for document restoration of Archives' holdings. Operates a *library* (965-4039) and public reading room for those doing *historical, administrative, legal or other research*. Welcomes information on the location of *historical* material. Archive's staff also advises and assists ministries and government agencies on cost-efficient *records management*, including *forms control, microrecording, correspondence, reports*. Coordinates *records management* training courses for ministries and government agencies (965-2187).

### ART GALLERY OF ONTARIO

MCR 41

317 Dundas St. W.  
Toronto M5T 1G4  
416-977-0414

Cultivates and advances the cause of visual *arts* in Ontario with programs, lectures and *films* on the origin, development, appreciation and techniques of the visual *arts*. Exhibits works of *art* from its permanent collection and invitational and loan *exhibitions* in the *art* gallery and *The Grange*, a restored historic Toronto house. Circulates exhibitions to Ontario communities. Offers an *art* rental service, *art book shop, audio-visual library, art* reference *library, art* classes, *tours* and *speakers bureau*.



CJRT-FM INC.  
297 Victoria St.  
Toronto M5B 1W1  
416-595-5281

MCR 42

*CJRT-FM* provides educational opportunities for the citizens of Ontario by offering *adult education* through *university* level credit courses as well as programming designed to provide a better understanding and appreciation of such fields of interest as the *arts, music* and *literature*. All program content is presented without commercial sponsorship.

CONSERVATION REVIEW BOARD  
416-965-1432

MCR 43

Holds hearings at the request of a municipality if owners object to municipal designation of property for *historical* or *architectural conservation*. The Board reports its opinion to the municipal council. Hearings are also held if there are *appeals* against the Minister's designation of *archaeological* or *historic sites* or against the Minister's refusal of *archaeological licences*.

COUNCIL FOR FRANCO-ONTARIAN AFFAIRS  
416-965-0598

MCR 44

The *Council for Franco-Ontarian Affairs* is an advisory body which makes recommendations to Ontario government ministers (except the Ministry of Education) on matters affecting Franco-Ontarians within the responsibility of their ministries. The 15 council members, including the full-time chairperson, are French-speaking Ontarians, appointed by order-in-council for three-year terms, who are representative of various professions and regions of the province. The Council maintains close liaison with the *Franco-Ontarian* community, keeping well informed of Franco-Ontarians' expectations of, and needs for, government services in *French*. Constant communication is maintained with ministries concerning the formulation and implementation of policies affecting Franco-Ontarians. The Council sponsors a wide variety of publications, *research* projects, surveys, meetings, and seminars.

THE McMICHAEL CANADIAN COLLECTION  
Islington Ave.  
Kleinburg L0J 1C0  
416-893-1121

MCR 45

An *art* gallery in a beautiful setting in Kleinburg, the *McMichael Canadian Collection* has an extensive collection of the works of Canadian *artists* including Tom Thomson, Emily Carr, David Milne, Clarence Gagnon, J.W. Morrice and the *Group of Seven*. Original Group of Seven members were A.Y. Jackson, Lawren Harris, J.E.H. MacDonald, Franklin Carmichael, Arthur Lismer, Frederick H. Varley, and Frank H. Johnston. A.J. Casson, Edwin Holgate and LeMoine FitzGerald joined later. Also included are works of *art* by *Native peoples*. The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school *tours* by appointment.



## ONTARIO ARTS COUNCIL

MCR 46

151 Bloor St. W.  
 Toronto M5S 1T6  
 416-961-1660

The *Ontario Arts Council* promotes the study, enjoyment, and production of works in the arts. Provides grants in response to applications from performing and creative arts groups such as *theatre* and *dance* companies, *orchestras* and concert societies, *art galleries* and *schools*, *publishing* houses and *periodicals*, local and regional arts councils and *festivals*, arts service groups and community arts projects. Individual artists, e.g., painters, sculptors, playwrights, composers, writers, choreographers, poets, film-makers, video artists and photographers may apply also. The Council has officers on staff who represent various arts disciplines and pursuits. Other programs include *Creative Artists In Schools* (CAIS) and *Ontour* which assists concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and *Franco-Ontarian* arts.

## OECA

MCR 47

2180 Yonge St.  
 Toronto M4S 2C1  
 416-484-2600; 1-800-268-8840

The Ontario Educational Communications Authority, (OECA), a provincial crown corporation, administers educational broadcasting in Ontario. OECA designs and produces TV-based learning systems in English and French designed for in-school and pre-school education, adult education, and teachers. OECA operates an educational television network, TVOntario, with outlets in Toronto (Channel 19), Ottawa (Channel 24), Kitchener (Channel 28), London (Channel 18), Chatham (Channel 19), Windsor (Channel 32), Thunder Bay (Channel 9), Sudbury (Channel 19), & Sault Ste. Marie (Channel 20). Other surrounding areas receive full TVOntario service on their local cable systems. TVOntario's broadcast day extends for 16 hours. OECA distributes large parts of its daily schedule by Anik B satellite to 46 experimental ground stations in remote areas; provides a cable package for viewers in areas not reached by TVOntario; distributes video & audio tapes; maintains a library and publishes print materials supporting educational programming. Schedules and information on programs is available on request.

## ONTARIO HERITAGE FOUNDATION

MCR 48

416-965-9504

The *Ontario Heritage Foundation* advises the Minister of Culture & Recreation on issuing archaeological licences and on designating significant archaeological and historic sites. Provides grants to encourage innovative new work in archaeology and to help complete artifact analysis. Provides grants or loans for architectural conservation to encourage renovation of buildings of historical or architectural significance. Provides grants to assist historians with the preparation and printing of manuscripts of local, regional or specialized interest related to Ontario's heritage. Erects historical plaques which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, heritage properties, parkland, works of art and historical artifacts. Contact main office or field offices listed under Field Services, Ministry of Culture & Recreation, MCR 20.

## ONTARIO HISTORICAL STUDIES SERIES

MCR 49

Glendon College  
2275 Bayview Ave.  
Toronto M4N 3N6  
416-487-6142

The *Ontario Historical Studies Series Project* produces comprehensive, scholarly and readable books on the *historical* development of Ontario. The series is divided into six parts: bibliography of Ontario history; biographies of major premiers; historical atlas; theme studies on aspects of Ontario's economic, social, political and cultural development; general history; and oral history featuring interviews with people who have played a key role in Ontario's development. The series receives financial support from the Ministry of Culture & Recreation.

## ONTARIO LOTTERY CORPORATION

MCR 50

2 Bloor St. W.  
Toronto M4W 3H8  
416-961-6262

The *Ontario Lottery Corporation* manages *Lottario*, *Super Loto*, *Wintario*, and the *Provincial Lottery*. To find out winning lottery numbers, consult newspapers the next day (Monday newspapers for the *Lottario*), see lists posted at retailers, or telephone the following numbers for a recorded message: *Lottario*, 416-870-9122 (Toronto); *Provincial Lottery*, 416-870-9161 (Toronto); *Super Loto*, 416-870-9135 (Toronto); *Wintario*, 416-870-9170. Proceeds from *Super Loto* sales in Ontario will be used for hospital capital projects and proceeds from *Provincial Lottery* sales in Ontario are used to provide grants for health research and related environmental projects. For information on the *Wintario* grants program, see Communications Br *Wintario Grants*.

## ONTARIO SCIENCE CENTRE

MCR 51

770 Don Mills Road  
Don Mills M3C 1T3  
416-429-4100

The *Ontario Science Centre* explains science and technology to the public through innovative methods. The Centre invites audience participation in its 550 *exhibits* and in its demonstrations, workshops and theatre presentations. It provides special *exhibitions*, *films* and lectures and free education programs for Canadian school classes booked in advance of their visit. More than *tours*, these are specially structured learning programs. Four major travelling *exhibitions* visit shopping malls, schools, libraries and recreation centres throughout Ontario. The Centre also houses the *Ontario Film Institute* which is a reference and information centre, the *Ontario Film Theatre* which screens *films*, and the *Ontario Film Archives*. For a recorded message giving general information on special programs, admission costs or hours, call 416-429-4423.

## ROYAL BOTANICAL GARDENS

MCR 52

Box 339  
Hamilton L8N 3H8  
416-527-1158

The *Royal Botanical Gardens* (RBG) in Hamilton-Wentworth and Halton Regions consists of 2000 acres of developed *gardens* featuring world-renowned plant collections complemented by extensive natural areas served by 27 miles of interpretive nature trails. Ed

educational programs range from courses on horticulture and botany, and design with plant material, instruction for school classes to *university* credit courses. The RBG also offers the public extensive *horticultural* information on ornamental, native and poisonous *plants*, edible and poisonous *mushrooms*, and information on *birds*. *Tours* can be arranged. Participates in Outreach Ontario and Festival Ontario.

#### ROYAL ONTARIO MUSEUM

MCR 53

100 Queen's Park  
Toronto M5S 2C6  
416-978-3690

The *Royal Ontario Museum*, incorporating the *Canadiana* collections (978-6738) at 14 Queen's Park Crescent West and the *McLaughlin Planetarium* (978-8558), is the largest of Canada's public *museums* and a major *research* institution with excellent collections in 20 departments. These include the *arts*, *archaeological* studies (e.g., Chinese, Egyptian) and *science* (e.g., Mammalogy, Mineralogy, Entomology, Ornithology, Vertebrate Palaeontology). The departments identify objects related to their fields such as *birds*, *insects*, works of *art*, artifacts, etc. for information only, not for monetary purposes (call or write for appointment). The ROM maintains specialized *libraries* and offers *tours*, a Discovery Room (inviting public participation when viewing *exhibits*), travelling *exhibitions*, museumobiles, a *Speakers Bureau*, lectures and *art* instruction, showings of films, clubs for *senior citizens* and *children*.

#### SIMCOE MEMORIAL FOUNDATION

MCR 54

8 York St., 2nd Flr.  
Toronto M5J 1R2  
416-965-2673

The *Simcoe Memorial Foundation* is responsible for the upkeep of *Wolford Chapel* in Devon, England, which was deeded to Canada and where Ontario's first Lieutenant Governor, John Graves Simcoe and his wife are buried. To stimulate an awareness, participation and pride in the Simcoe *heritage*, the Foundation is engaged in many projects including: an educational program, *audio-visual* presentations, *historical* pageants, 'Simcoe' appearances and lobbying municipalities to proclaim *Simcoe Day*.

#### PUBLIC LIBRARIES PROGRAMME REVIEW

MCR 55

416-965-0862

The Public Libraries Programme Review was established in October, 1980 to review *public library* policy and this Ministry's role in the leadership and coordination of public library service throughout the province. It is anticipated that the Review will run for two years to December, 1982. To achieve the goals of the Programme Review and in order to evaluate the current organization and structure of public library service delivery and provincial funding support to *public library* boards, a number of groups, along with Ministry staff, will consult with the public library community. The consultations will deal with legislative, financial, structural and organizational concerns. The view of all groups and persons interested in the successful delivery of public library service will be received. These views will be analyzed and an implementation plan will be carried out during the Programme Review period and afterwards to ensure the continued development of public library services in Ontario.



## MINISTRY OF EDUCATION

Mowat Block, 900 Bay St.

Queen's Park, Toronto M7A 1L2

(Location Exceptions Noted)

The Ministry of Education ensures the provision of elementary and secondary school education in Ontario including correspondence courses, schools for the deaf, the blind and the handicapped.

### DEPUTY MINISTER'S OFFICE

#### COUNCIL FOR FRANCO-ONTARIAN EDUCATION

EDUC 1

416-965-2199

The *Council For Franco-Ontarian Education* is an advisory body within the Ministry of Education and the Ministry of Colleges and Universities. Its purpose is to ensure the continuing development of *education for French speaking students*.

### PLANNING AND POLICY ANALYSIS DIVISION

#### AFFIRMATIVE ACTION PROGRAM

EDUC 2

416-965-2060

The Affirmative Action Program Manager develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

#### GRANTS POLICY BR

EDUC 3

416-965-6401

Serves the Ministry of Education and the Ministry of Colleges and Universities. Determines policy for the distribution of general legislative *grants* to publicly supported *school boards*. Provides *architectural* advice to school boards and architects on building needs and controls the allocation of capital funds for the construction of elementary and secondary *schools*. Conducts *research in energy conservation* in schools, colleges and universities.

#### POLICY LIAISON AND LEGISLATION BR

EDUC 4

416-965-2060

Serves both the Ministry of Education and the Ministry of Colleges and Universities. Provides policy advice, analysis and interpretation for the two Ministries; serves in a liaison capacity with organizations of *teachers*, principals, trustees and officials of *schools* and the *Council of Ministers of Education* (Canada) and other external bodies related to education and participates in the Ministries' *youth employment* program. The legislation unit and the legal services unit provide *legal services* to the two Ministries and *information services* and advice to *school boards*, municipalities, teachers and the public about education statutes that affect their rights, duties and responsibilities. The Branch counsels the Ministry on legal matters including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, settlement of claims, acting at court hearings, etc. The Branch is responsible to the Attorney General's Office.



## RESEARCH AND EVALUATION BR

416-965-6789

EDUC 5

Serves the Ministry of Education and the Ministry of Colleges and Universities. Disseminates *education research* results to school boards and to the public and may provide contracts for education *research* proposed by qualified researchers in Ontario educational organizations (965-3141). The Branch publishes research findings on the Ministries' research contracts through the Ontario Government Bookstore and develops and coordinates educational evaluation systems.

## ASSISTANT DEPUTY MINISTER ADMINISTRATION

### INTERNAL AUDIT SERVICES BR

416-965-5921

EDUC 6

Performs the audit function for the Ministry of Education and the Ministry of Colleges and Universities, a service which includes review and appraisal of the Ministries' accounting, financial and operational controls.

### MANAGEMENT INFORMATION SYSTEMS BR

EDUC 7

Serves the Ministry of Education and the Ministry of Colleges and Universities. The Branch gathers and validates data on *school boards, schools, universities, teachers and students* (965-6698). It maintains a record of private *schools* operating in the province (965-6802) and develops *statistics and publications* (965-2636). Data processing, *systems development, information services and administrative services* are available to school boards. These services include systems for: creating student timetables, maintaining and reporting on individual student *records*, the administration of *personnel and payroll records*, and providing assistance to students in *career* and educational planning. The Branch also evaluates teaching qualifications and issues teachers' and supervisory officers' certificates; provides evaluation of educational *documents* and credentials from other jurisdictions, at the primary and secondary levels, for employment purposes or on request of provincial schools or institutions (965-1356); provides equivalent standing for Ministry summer courses (965-5831). The Branch provides transcripts of other *records* for *students* (965-2234) and of teacher training courses (965-2600); administers the issuance of secondary school *diplomas* and the award of *scholarships* at the primary and secondary school levels (965-7291).

The Branch also includes the *Information Centre*, (965-4581) which maintains a collection of books, periodicals, reports, and other materials relevant to the functions of the two Ministries; is an access point to numerous other information sources both within and outside the ministries; and provides *library* reference, research, and current awareness services to the staffs of the two ministries. The Information Centre operates a *reading room* (965-1451) for the two Ministries. The reading room provides access to publications, statutes, regulations, and most manuals and internal procedures used by both Ministries. The *ONTERIS (Ontario Educational Resources Information System)* Program is a part of the Information Centre. ONTERIS is developing data bases providing information on educational *research* reports, *curriculum* documents, and other materials. These data bases are accessible online.

**OPERATIONS ANALYSIS & MANAGEMENT  
DEVELOPMENT BR**  
416-965-3100

EDUC 8

Serves the Ministry of Education and the Ministry of Colleges and Universities. The Branch is responsible for the preparation and coordination of the annual estimates and for the monitoring of expenditure trends throughout the year. It provides analytical and support services for branches and senior management, and plans and implements programs for the development of managers and for the improvement of the management process.

**PERSONNEL BR**  
416-965-2222

EDUC 9

Performs the personnel functions for the Ministry of Education and the Ministry of Colleges and Universities. The Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their unit. Personnel Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances and all matters affecting working conditions and performance. Maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet and the Ontario Public Service Employees Union (OPSEU).

**OPERATIONS**

**COMMUNICATIONS SERVICES BR**  
416-965-6407

EDUC 10

Serves the Ministry of Education and the Ministry of Colleges and Universities. The Branch operates public information programs for the two Ministries and a public information service, answering written and telephone enquiries on all *education* related matters; stages *exhibits* in support of activities of the Ministries; supervises the production of all publications issued by the two Ministries.

**FINANCIAL SERVICES BR**  
416-965-2613

EDUC 11

Serves the Ministry of Education and the Ministry of Colleges and Universities. Administers all programs of *grants* to *school boards*, *colleges* of applied arts and technology, *universities* and related institutions (965-7954). Sets standards for, advises on, and supervises the *audit* of financial documents of institutions (965-7954). Determines and issues final approval for costs of *school board* capital projects approved for provincial funding (965-4876). Prepares claims on *federal-provincial* cost sharing programs (965-3595) and provides financial management and *accounting*, the collection of *loans* made under the *Ontario Student Aid Loan Plan*, and of fees and revenues, including fees for duplicates of students' transcripts and teachers' certificates and fees from tradesmen and apprentices.

**OFFICE SERVICES BR**  
416-965-4503

EDUC 12

Serves the Ministry of Education and the Ministry of Colleges and Universities, provid-

ing administrative services to both Ministries. These services include purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and maintenance of policy and procedures manuals (e.g., Manual of Administration). The Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The Branch is also responsible for office safety supervision.

## **ASSISTANT DEPUTY MINISTER EDUCATION PROGRAMS REGIONAL SERVICES**

**REGIONAL SERVICES SECRETARIAT**  
416-965-5606

EDUC 13

The Regional Services Secretariat, under the direction of the Executive Director, Regional Services Division, provides a coordination and support function for the Regional Services Division. It carries out the inspection of private *schools* and also provides the services of provincial attendance counsellors. This Division comprises the Regional Offices and Provincial Schools Branch which are described separately below.

**PROVINCIAL SCHOOLS BR CORRESPONDENCE  
EDUCATION**

EDUC 14

909 Yonge St.  
Toronto M4W 3G2  
In Toronto, call 965-2657  
Elsewhere in Ontario, call 1-800-268-7065

Provides for Ontario residents a program of elementary school *correspondence courses* (Grades 1-8) and secondary school correspondence courses (Grades 9-13). The courses are free of charge and available throughout the year; a number of them are offered in English and *French*. Certificates and *diplomas* earned by students for successful completion of courses are the same as those issued for completion of courses in Ontario elementary and secondary *schools*. For information about courses, e.g., conditions for enrolment and enrolment procedures, call the above numbers or contact the Ministry Regional Offices (listed under the Regional Offices entry, EDUC 16).

**PROVINCIAL SCHOOLS BR RESIDENTIAL  
SCHOOLS PROGRAM**

EDUC 15

416-965-2619

Residential Schools Program operates residential *special education* programs in schools for the *blind* and *deaf*, in developmental centres for the *retarded*, developmentally handicapped or *emotionally disturbed* and in training centres for juveniles and children with severe *learning disabilities*. Operates a teacher *education* centre in Belleville for *teachers* of the *deaf*. Residential *schools* serve as resource centres for local school boards establishing local day school programs for exceptional *students*. Channels communication between the Ministries and schools (e.g., private *schools*, private vocational *schools* and *correctional* schools). Provides services of *Provincial Attendance Counsellor*. Administers regional schools for *nursing* assistants and administers operation of private vocational schools. The schools are listed below.



## DEVELOPMENTAL CENTRES

*Adult Occupational Centre, Edgar*  
Box 12000

**Barrie L4M 4W3**

705-728-6910

*Southwestern Regional Centre*  
Box 1000

**Blenheim N0P 1A0**

519-676-5431 Ext. 232

*Muskoka Centre*

Box 280

**Gravenhurst P0C 1G0**

705-687-2201

*White Oaks School*

Box 1002

**Hagersville N0A 1H0**

416-527-0761

*South Cottage School*

Box 7777

**Kingston K7L 5H1**

613-549-5600 Ext. 213

*CPRI*

Box 2460

**London N6A 4G6**

519-471-2540

*Huron Regional Centre*

Box 1000

**Orillia L3V 6L2**

705-326-7361 Ext. 372

*Midwestern Regional Centre*

Box 400

**Palmerston N0G 2P0**

519-343-2015

*Prince Edward Heights*

Box 440

**Picton K0K 2T0**

613-476-2105

*Thistletown Regional Centre*

51 Panorama Court

**Rexdale M9V 4L8**

416-741-1210 Ext. 341

*Rideau Regional Centre*

Box 2000

**Smith Falls K7A 4T7**

613-283-2990

*Northwestern Regional Centre*

Box 3270

**Thunder Bay P7B 5J8**

807-345-0576 Ext. 331

*Surrey Place Centre*

2 Surrey Place

**Toronto M5S 2C2**

416-925-5141

## TRAINING SCHOOLS

*Champlain School*

**Alfred K0B 1A0**

613-679-2218

*Brookside School*

Box 159

**Cobourg K9A 4K6**

416-372-5451

*Syl Apps School*

475 Iroquois Shore Road

**Oakville L6J 5E8**

416-844-4110

*Sprucedale School*

Box 606

**Simcoe N3Y 4L8**

519-426-3561

*Cecil Facer School*

Box 850, Station 'B'

**Sudbury P3E 4S3**

705-522-1250



**DEMONSTRATION SCHOOLS**

*Trillium School*  
347 Ontario St. S.  
**Milton L9T 3X9**  
416-878-8428

*Centre Jules Leger*  
631 Smythe Road  
**Ottawa K1G 1N7**  
613-523-7063

**SCHOOLS FOR THE DEAF & THE BLIND**

*The Sir James Whitney School  
(Deaf)*  
350 Dundas St. W.  
**Belleville K8P 1B2**  
613-962-5361

*The W. Ross Macdonald School  
(Blind)*  
350 Brant Ave.  
**Brantford N3T 3J9**  
519-759-0730

*The Robarts School (Deaf)*  
1090 Highbury Ave.  
Box 7300  
**London N5Y 4V9**  
519-453-4400

*The Ernest C. Drury School  
(Deaf)*  
255 Ontario St.  
**Milton L9T 2M5**  
416-878-2851

**REGIONAL SCHOOLS FOR NURSING ASSISTANTS**

*The Hamilton School*  
31 Walnut St. S.  
**Hamilton L8N 2K9**  
416-529-1187

*The London School*  
205 York St., 2nd Flr.  
**London N5A 1B4**  
519-432-7506

*The Sudbury School*  
699 Frood Road  
C.K.N.C. Bldg.  
**Sudbury P3C 5A3**  
705-673-5001

*The Thunder Bay School*  
1111 Victoria Ave., 2nd Flr.  
**Thunder Bay P7C 1B7**  
807-475-1615

*The Toronto School*  
90 Gerrard St. W., 3rd Flr.  
**Toronto M5G 1J6**  
416-965-2131

**REGIONAL OFFICES**

EDUC 16

Regional Offices serve the Ministry of Education and the Ministry of Colleges and Universities. The Regional Offices inform school systems about Ministry programs and policies on *education* and ensure that these policies are carried out; inform the Ministry about activities and issues in school systems; make recommendations for action and policy formulation; assist *school boards* to develop means of evaluating their programs; offer program administration support to those boards whose size precludes an administrative structure; maintain liaison with the public, *universities*, faculties of *education*, other ministries and related bodies; administer programs and policies delegated to regional directors. There are six Regional Offices in Ontario:

*Western Ontario Region*

759 Hyde Park  
**London N6H 3S6**  
 519-472-1440

*Northeastern Ontario Region*

Box 3020  
 447 McKeown Ave.  
**North Bay P1B 8K7**  
 705-474-7210

*Eastern Ontario Region*

1580 Merivale Rd.  
**Ottawa K2G 4B5**  
 613-225-9210

*Midnorthern Ontario Region*

199 Larch St.  
**Sudbury P3E 5P9**  
 705-675-4401

*Northwestern Ontario Region*

Box 5000  
**Thunder Bay P7C 5G6**  
 807-745-1571

*Central Ontario Region*

Heron's Hill Bldg., Ste. 3201  
 2025 Sheppard Ave. E.  
**Toronto M2J 1W4**  
 416-491-0330

**CURRICULUM DEVELOPMENT**

**ELEMENTARY EDUCATION BR**

**EDUC 17**

416-965-5982

Develops school program circulars and supporting documents for the primary and junior divisions (junior kindergarten to grade 6) in English and *French*, curriculum guidelines and supporting documents for the intermediate division (grades 7-10) in English and French, documentary materials for *French* as a Second Language and courses for and about *Native peoples*. Promotes *multiculturalism* and community use of *schools*.

**SENIOR AND CONTINUING EDUCATION BR**

**EDUC 18**

416-965-2666

Produces *curriculum* guidelines, resource materials and circulars for use in Ontario schools for grades 11-13 and annotated lists of Canadian materials. The Branch is also responsible for *metric conversion* in primary and secondary *schools* and for guidance *curriculum* from kindergarten to grade 13. The *Student Guidance Information Service* (SGIS), 965-3592, provides computerized *career* and institutional information to schools. The Branch is responsible for continuing education (night school and adult day school) policy as it relates to primary and secondary *schools*.

**SPECIAL EDUCATION BR**

**EDUC 19**

416-965-9222

Advises the Minister of Education on program policy regarding the education of exceptional *students* in elementary and secondary schools and *schools* for the trainable *mentally retarded*; provides liaison with professional and parent groups and government agencies on programs for exceptional *students*. Provides counselling, resources and guidelines to school boards for *special education* programs operated by local school systems and to faculties of education which offer courses in *special education*.

**SPECIAL PROJECTS BR**

**EDUC 20**

416-965-5620

The Branch encourages educational and *cultural exchanges* of *students* and *teachers* (965-5635) and may provide *grants* for these projects, including; *Educational Exchange*

*Programs and Ontario-Quebec School Twinning (965-5989); Ontario Young Travellers (965-5605); School Twinning (e.g., Project Canada, Project School-to-School 965-6911) Teacher Exchange Programs, inter-provincial (965-9132) and international (965-1129); and Experience Programs (youth employment) (965-9116). Administers the Second-Language Monitor Program in which bilingual university students act as monitors to teachers of French or English as a second language, 965-5996. Operates the Ontario Student Leadership Centre (965-6410). For information on Circular 14 (list of approved textbooks) and the Book Purchase Plan call 965-9117; call 965-9178 for the Learning Materials Development Plan; 965-9167 for French learning materials. Administers the French Language Professional Development Fund for teachers (965-9170).*

**SPECIAL PROJECTS BR VENTURE CAPITAL PROGRAM**  
416-965-6911

EDUC 21

The Venture Capital Program, part of the *Experience Program*, promotes youth employment by providing loans to full-time senior secondary school, college or university students over the age of 18 to operate a business during the summer months. Applications are received by local Chambers of Commerce in cooperation with the Ministry.

**MINISTERIAL AGENCIES**

**EDUCATION RELATIONS COMMISSION**  
111 Avenue Rd.  
Toronto M5R 3J8  
416-922-7679

EDUC 22

Education Relations Commission (ERC) was established in 1975 to administer the collective bargaining process between teachers and school boards and to further harmonious relations between the parties. Monitors and assists in negotiations, supervises teachers' votes and advises the Lieutenant Governor in Council when a strike or a lockout is jeopardizing the students' education.

**LANGUAGES OF INSTRUCTION COMMISSION**  
25 Grosvenor St.  
Toronto M4Y 1A9  
416-965-3155

EDUC 23

The *Languages of Instruction Commission* of Ontario was established to help resolve disputes between school boards and parents over the provision of education programs in the language of a minority group, French or English as the case may be.

**TEACHERS SUPERANNUATION COMMISSION**  
190 Finch Ave. W.  
Willowdale M2R 1M4  
416-226-2700

EDUC 24

Provides pensions under the *Teachers' Superannuation Act* for teachers in elementary and secondary fields, who hold a valid Ontario Teaching Certificate. These pensions are provided upon retirement or early retirement because of physical or mental disability. The Commission is composed of six people appointed by the Ministry and one member elected from each of the following: Ontario Public School Men Teachers' Federation, Ontario English Catholic Teachers' Association, Association des Enseignants Franco-On-

tarien, Ontario Secondary School Teachers' Federation, Federation of Women Teachers Association of Ontario.



## MINISTRY OF ENERGY

56 Wellesley St. W.

Toronto M7A 2B7

(Location Exceptions Noted)

The Ministry of Energy develops and implements a provincial energy policy to ensure an adequate energy supply at a reasonable price and with acceptable impact on the environment. The Ministry works closely with Ontario Hydro, the Ontario Energy Board and Ontario Energy Corporation.

### MINISTRY OF ENERGY

ENERGY 1

In Toronto, Call 416-965-2459

Elsewhere in Ontario, call Zenith 80420

The Ministry of Energy ensures that Ontario receives an adequate and secure supply of *energy* at reasonable prices with an acceptable environmental impact. To fulfill this responsibility the Ministry works with other ministries and agencies of the government and with the energy sector more as a catalyst than as an operating agency. Functions include reviewing and advising on energy matters and policy; maintaining liaison between the government and *Ontario Hydro Corporation*; applying policy by coordinating the government's energy-related activities and by interventions before provincial and federal tribunals. Reports to the Legislature for Ontario Hydro and the *Ontario Energy Board*, both of which function independently of the Ministry. The Ministry operates a *library* (965-9174), which in turn operates the Ministry *reading room*, providing public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry. For general information on this Ministry, call the numbers listed above. The Ministry's programs and agencies are described in the entries that follow.

### DEPUTY MINISTER'S OFFICE

#### AFFIRMATIVE ACTION PROGRAM

ENERGY 2

416-965-5237

The Ministry's Affirmative Action Program Manager plans, develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

#### COMMUNICATIONS SERVICES GROUP

ENERGY 3

In Toronto, call 416-965-2459/416-965-3246

Elsewhere in Ontario, call Zenith 80420

The Communications Services Group provides information on *energy*. General inquiries can be made at 965-2459. Specific inquiries on energy conservation and renewable energy, including *home insulation*, solar energy, and energy from waste, should be directed to 965-3246.

#### CONSERVATION & RENEWABLE ENERGY PROGRAM

ENERGY 4

The Energy Conservation Section (965-3051) is responsible for the development of policies and coordination of government-wide programs for the conservation of *energy* including measures designed for consumers and homeowners, innovations in *transportation* and urban development, improvements in energy use in public *buildings* and selected

commercial enterprises, and public awareness. The Ministry also helps educators in the Ontario public *educational* system to deal knowledgeably and adequately with a changing energy situation through curriculum and professional development and selecting as well as providing teaching aids. The Ministry is jointly sponsoring, with the *Municipal Liaison Committee*, the *Municipal Energy Conservation Program* which assists *municipalities* throughout Ontario to establish voluntary energy conservation programs.

Renewable Energy Section (965-4365) develops policies and programs for alternate sources of *energy* such as solar heating, wind, wood, *municipal*, *agricultural* and *forest waste*, synthetic liquid *fuels* (e.g. alcohol, methanol) and the indigenous biomass resources of Ontario. The Section currently operates two major programs - the provincial *Energy from Waste Program* designed to assist municipalities and industry to generate useful energy from municipal *waste* and/or wood waste and the *Ontario Solar Energy Development Program*, a \$50 million, 5 year program of development and demonstration of solar energy in a wide variety of passive and active solar applications. The Section is also heavily involved in the policy and program coordination of the Ministry's \$75 million, 5 year alternative transportation *fuels* program and is also developing alternative *electrical* power systems for remote areas.

#### CONVENTIONAL ENERGY PROGRAM

ENERGY 5

416-965-7021

The Conventional Energy Program consists of the development of policy related to crude *oil*, *petroleum* products and *petrochemicals*, *natural gas*, *coal*, and *uranium*. It also consists of policy development related to *electrical* energy including *nuclear* and hydraulic generation.

#### LEGAL SERVICES

ENERGY 6

416-965-6251

Legal Services counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing contracts, representing the Ministry before tribunals, etc. The Legal Branch is responsible to the Attorney General's Office.

#### STRATEGIC PLANNING & ANALYSIS GROUP

ENERGY 7

416-965-0530

This Group gives quantitative analytical support to Ministry staff, maintains statistical *energy* and economic information, prepares energy supply-demand forecasts, and liaises with other government bodies. This Group provides strategic advice to the Ministry and government through the recommendation of energy goals and objectives and the development of programs and resource allocation plans and priorities.

#### AGENCIES

##### ONTARIO ENERGY BOARD

ENERGY 8

14 Carlton St.

Toronto M5B 1J2

416-963-0821

The Ontario Energy Board regulates certain phases of the *natural gas* industry in Ontario

including rates and charges, designation and authorization of storage areas, construction of transmission lines, *expropriation* for pipelines, franchises for natural gas companies to serve designated areas and acquisitions. Acts upon references by the Minister of Energy about wholesale *Ontario Hydro* rates, and by the Lieutenant Governor in Council on any questions about *energy*. The Board answers to the Legislature through the Minister of Energy.

## ONTARIO ENERGY CORPORATION

ENERGY 9

1200 Bay St., 11th Flr.  
Toronto M5R 2A6  
416-965-6276

The Ontario Energy Corporation was established in 1975 to invest, or otherwise participate, in *energy* projects which support overall provincial energy policies to increase Ontario's energy self-sufficiency. The Corporation is involved in equity *investment* rather than subsidy or grant. To allow greater investment flexibility and to encourage the development of renewable and recoverable energy, the Corporation was restructured and its mandate broadened in 1979. It is now composed of four wholly owned subsidiaries: *Energy Resources Ltd.*, *Alternate Energy Ltd.*, *PowerShare Ltd.* and *Energy in Transportation Ltd.* Energy Resources is involved in exploring for oil, gas and lignite and assessing peat and oil shale potential in Ontario. Alternate Energy is examining the possibilities for deriving energy as steam and electricity from municipal *waste* as well as studying the commercial potential of ethanol and methanol. PowerShare is assessing the potential of using waste heat from nuclear power stations, wood waste and pipeline compression stations to heat greenhouses, fish-farms and industrial parks. Energy in Transportation is determining the commercial potential of computerized *transit* systems, vanpooling, carpooling and conventional *vehicles* run by alcohol *fuels*.

## ONTARIO HYDRO

ENERGY 10

700 University Ave.  
Toronto M5G 1X6  
416-592-5111

Ontario Hydro supplies electrical *energy* to the people of Ontario indirectly through 324 associated municipal utilities, and directly to more than 765,000 rural customers. The *Ontario Hydro Electrical Inspection Program* (592-3721) provides technical guidance to consultants, contractors, architects, manufacturers and customers on problems concerning installation of electrical equipment and adherence to the Electrical Safety Code Book. Its *Rural Electrical Service and Billing Inquiry Program* (592-3731) answers inquiries on service policy and practices from rural clientele. Operates a *Nuclear Communications Centre* in Pickering (839-0465) to provide educational information to the public on *nuclear power*. Ontario Hydro reports to the Legislature through the Minister of Energy. The Ontario Hydro Public Reference Centre has information and documentation on Ontario Hydro and general pamphlet material on *energy* (592-3331). Ontario Hydro regional offices are listed below.

93 Bell Farm Rd.  
Barrie L4M 1H1  
705-728-5521  
(Georgian Bay)

420 Dundas St. E.  
Belleville K8N 5C3  
613-968-6721  
(Eastern Region)

P.O. Box 157  
1053 Main St. W.  
**Hamilton L8N 3B9**  
416-529-7111  
(Niagara)

1075 Wellington Rd. S.  
**London N6E 1M1**  
519-681-1390  
(Western)

P.O. Box 3060  
590 Graham Drive  
**North Bay P1B 8L4**  
705-472-8000  
(Northeastern)

34 Cumberland St. N., Rm. 304  
**Thunder Bay P7A 4L5**  
807-344-2411  
(Northwestern)

5760 Yonge St.  
**Willowdale (Metro Toronto) M2M 3T7**  
416-222-2571  
(Central)



## MINISTRY OF THE ENVIRONMENT

135 St. Clair Ave. W.

Toronto M4V 1P5

(Location Exceptions Noted)

The Ministry of the Environment is responsible for services designed to achieve four major objectives; development and maintenance of measures intended to restore and enhance Ontario's natural environment, establishment of environmental safeguards, control of contaminant emissions, and management of water and waste.

### DEPUTY MINISTER'S OFFICE

#### LEGAL SERVICES BR

MOE 1

416-965-2684

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Services Branch is responsible to the Attorney General's Office.

#### PROGRAM PLANNING AND EVALUATION BR

MOE 2

416-965-7984

Program Planning and Evaluation Br is a clearing house for policy development, and is responsible for the coordination of policy, policy analysis and program development within the Ministry. Coordinates the Ministry's management by results program. Directs multi-year planning and related submissions. Coordinates liaison activities with Cabinet Committee on Resources Development, Management Board and ministries within the Ontario government.

### FINANCE AND ADMINISTRATION DIVISION

#### FINANCIAL AND ADMINISTRATIVE SERVICES BR

MOE 3

416-965-6981

Financial & Administrative Services provides the Ministry with purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration). The Financial and Administrative Services Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The Branch is responsible for office safety supervision. In addition, the Branch is also responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

#### FRENCH LANGUAGE SERVICES

MOE 4

416-965-5779

The French Language Services Coordinator implements within this Ministry, the govern-

ment's policy on French language services (the provision of such services to the Franco-Ontarian public). The Coordinator also assists the Information Services Branch in providing liaison with the French language media.

#### INFORMATION SERVICES BR

MOE 5

416-965-7117

Information Services Br informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The Branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

The Technical *library* at 135 St. Clair Ave. W. (965-7978) operates the Ministry *reading room* which provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry. This library and another at Resources Rd. (248-3408) provide technical information on environment related matters to the staff of the Ministry and to members of the public.

#### INTERNAL AUDIT BR

MOE 6

416-965-3573

Internal Audit Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial, and operational controls.

#### PERSONNEL BR

MOE 7

416-965-3267

Personnel Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. Personnel Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. Personnel Branch coordinates the Ministry's *youth employment* program and maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU). The Branch also plans, develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

The Branch is also responsible for the development of the Ministry's *safety* policy and safety training programs and the technical training of staff involved with *pollution control*. The Training & Certification Section (965-1027) promotes increased effectiveness and efficiency of the staffs of *industries, municipalities* and government agencies in activities designed to control pollution and to protect and *conserve* the natural *environment*. Promotes and administers certification programs including those for provincial environmental officers and municipal *noise* control offices. Conducts liaison with provincial, federal and international agencies on training and certification matters.

## ENVIRONMENTAL ASSESSMENT AND PLANNING DIVISION

## ENVIRONMENTAL AND TECHNICAL ADVISOR

MOE 8

416-965-5115

The Environmental & Technical Advisor under the Environmental Assessment & Planning Division coordinates and assists in the development of Ministry of Environment policy and planning in *environmental* undertakings and officially represents the Ministry on international, intergovernmental and interministry bodies and special purpose organizations concerned with environmental problems of interest to the province. Examples include international problems of air and water pollution.

ENVIRONMENTAL APPROVALS BR  
ENVIRONMENTAL ASSESSMENT

MOE 9

416-965-3980

The Branch provides a project approval function for companies, individual and government agencies under The *Environmental Assessment Act*, The *Environmental Protection Act* and sections of The *Ontario Water Resources Act*. This Section manages the implementation of The Environmental Assessment Act which requires proponents of major projects to submit an *environmental assessment* showing how and why the project is needed and how detrimental environmental effects can be lessened or eliminated. It coordinates review of these environmental assessments and makes recommendations to the Minister of the Environment. It maintains a public record of environmental assessments and reviews and makes available to the public general guidelines for the preparation of environmental assessments. Contact this Branch for procedure under this Act.

ENVIRONMENTAL APPROVALS BR INDUSTRIAL  
APPROVALS

MOE 10

416-965-6975

The Branch provides a project approval function for companies, individuals and government agencies under The *Environmental Assessment Act* (EAA), The *Environmental Protection Act* (EPA) and sections of The *Ontario Water Resources Act* (OWRA). This Section provides technical expertise in the field of industrial *pollution control*, including *air* emissions and processes for approval applications submitted by *industry* such as *waste* disposal sites, *sewage*, (industrial waste *water*) and waste water control applications under EPA and OWRA. To apply for *permits*, contact district offices listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

ENVIRONMENTAL APPROVALS BR LAND USE  
COORDINATION

MOE 11

416-965-6963

The Section advises other government agencies at all levels and the private sector on *environmental* matters related to *land use planning* and environmental planning. Coordinates Ministry's responses to regional development strategies, regional *municipality official plans* and other proposed land uses. Carries out *research* on environmental matters affecting land use and on economic matters related to *pollution control*.



ENVIRONMENTAL APPROVALS BR MUNICIPAL  
PRIVATE APPROVALS  
416-965-6421

MOE 12

The Branch provides a project approval function for companies, individuals and government agencies under The *Environmental Assessment Act*, The *Environmental Protection Act* and sections of The *Ontario Water Resources Act* (OWRA). This section administers sections of The *Environmental Protection Act* and the OWRA, processes for approval applications from *municipalities* and individuals concerning *water* treatment, supply and distributions systems, *sewage* (waste water) collection and treatment facilities, waste disposal sites and waste management systems, including both solid and hazardous wastes. It issues *licences* to installers of *septic tanks* and haulers of waste. Contact district offices listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

POLLUTION CONTROL BR  
40 St. Clair Ave. W.  
Toronto M4V 1P5  
416-965-6971

MOE 13

Pollution Control Br as a whole plans and develops policies, programs, standards, guidelines and legislation to control *pollution*; coordinates and conducts applied *research* in the areas of *water* supply and *sewage* and *wastewater* treatment, and provides technical support in these areas. The Pollution Control Branch has several sections which are described individually. For specific questions contact regional or district offices listed under the Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

POLLUTION CONTROL BR CONTINGENCY  
PLANNING  
40 St. Clair Ave. W.  
Toronto M4V 1P5  
416-965-3237

MOE 14

The Contingency Planning Section promotes organization and planning by *industries*, the *municipalities* and federal and provincial agencies to control and cope with *pollution* caused by emergency spills of contaminants. Contact regional or district offices listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

POLLUTION CONTROL BR DEVELOPMENT AND  
RESEARCH  
40 St. Clair Ave. W.  
Toronto M4V 1P5  
416-248-3739

MOE 15

The Development & Research Group includes: a Wastewater Treatment Section (248-3041) an Applied Sciences Section (248-3044), and a Water Technology Section (248-3935). The group provides: liaison with academic and research groups, dissemination of technical information and findings, technical assistance to the Planning Sections, applied environmental *research* on *pollution*, *sewage* (waste water) treatment and drinking *water* quality. Also provides technical support regarding the application of new technology directly to municipalities and industry and to the public through regional and district offices (see Min. of the Environment, Regional Operations and Laboratories Division, MOE 33).



Provides *grants* for *health* related *environmental* research and other projects from *Provincial Lottery* funds; write to Pollution Control Br., Development & Research Group, Min. of the Environment, 135 St. Clair Ave. W., Toronto, M4V 1P5.

#### POLLUTION CONTROL BR MUNICIPAL AND PRIVATE

MOE 16

40 St. Clair Ave. W.  
Toronto M4V 1P5  
416-965-6967

The Municipal and Private Section deals with municipal and private sewage and municipal water supply. Provides liaison with federal agencies including coordination of federal *grants* to municipalities for *sewage* and *water* works. Deals with regulations and standards for *pollution control* relating to *septic tanks*, *boating* (pleasure craft), *marinas*, *ice huts* and municipal *sewage* treatment plants. Specific activities include phosphorus removal at all municipal sewage treatment plants (to safeguard Great Lakes water quality), urban *drainage* management and sewage sludge use on *farm* land. Also is involved with policies dealing with the provision of safe drinking water. Contact regional or district offices listed under the Min. of the Environment, Regional Operations and Laboratories Division, MOE 33. Inspection and approval of septic tanks is done by county or regional health units under agreement with the Crown (except in areas where no agreement is in effect, e.g., Muskoka, Parry Sound, North Bay & Ottawa-Carleton where this service is done by the Ministry's regional or district offices).

#### POLLUTION CONTROL BR NOISE POLLUTION

MOE 17

40 St. Clair Ave. W.  
Toronto M4V 1P5  
416-965-3054

The Noise Pollution Control Section deals with the control of *noise* emissions and comments on the relationship between new and existing *land use* and noise sources (e.g. industry, highways, railways and aircraft). Develops acoustics criteria and standards (965-1193). Monitors blast concussion and ground vibration levels from operating *pits and quarries* in response to complaints. Promotes the *Model Municipal Noise Control By-Law* for adoption by *municipalities* and assists in training of noise control officers. The publication, 'Model Municipal Noise Control By-Law, Final Report' is available at \$3 per copy from the Ontario Government Bookstore, 880 Bay St., Toronto (965-2054). For inquiries on *noise pollution* contact the Ministry's regional and district offices listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33. In Metro Toronto this Section (965-4071) will respond to noise complaints or refer callers to the proper municipal office where there is a municipal noise control by-law.

#### POLLUTION CONTROL BR PESTICIDES CONTROL

MOE 18

40 St. Clair Ave. W.  
Toronto M4V 1P5  
416-965-2401

The Pesticides Control Section ensures safe and effective use of *pesticides* to control *pollution*. Issues *licences* for use and sale of pesticides (e.g. pest *exterminators*). Has publications on, and answers inquiries about, control of household *pests*, *insects*, etc. In conjunction with *municipalities*, provides *grants* for *termite* control. Contact regional or dis-

trict offices listed under the Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

#### PROJECT COORDINATION BR

MOE 19

40 St. Clair Ave. W.

Toronto M4V 1P5

416-965-7062

Project Coordination Br manages and coordinates the development and construction of Ministry capital projects, e.g., *water* supply, *sewage* systems and *water pollution control* facilities for *municipalities*. This includes design and equipment selection (965-3490). The Branch arranges for design work and financial analysis, including details on *grants* available, calling of *tenders* and award of contracts by the Ministry. Administers grants programs for certain sewage and water works to municipalities qualifying under the Ministry's priority rating system and to small communities for upgrading private sewage or water systems. Administers grants (for sewage and water works) for Ontario under the federal *Community Services Contribution Program*. Contact regional or district offices listed under the Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

#### RESOURCES DIVISION

##### AIR RESOURCES BR AIR QUALITY & METEOROLOGY

MOE 20

880 Bay St.

Toronto M5S 1Z8

416-965-5086

The Air Quality & Meteorology Section sets *air* quality objectives and emission standards. Compiles air quality *statistics* from the monitoring instruments across Ontario and prepares air quality reports for the guidance of the regional offices in controlling emissions. Produces the *Air Pollution Index* (965-9150) which informs the public of air quality in Ontario cities. Conducts special air quality *research* to produce information needed to abate special air pollution problems and unusual phenomena such as *acid rain*. Regional offices are listed under the Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

##### AIR RESOURCES BR CRITERIA DEVELOPMENT

MOE 21

880 Bay St.

Toronto M5S 1Z8

416-965-5776

The Criteria Development & Program Planning Section establishes and updates *air* quality criteria, standards and regulations for the Ministry. Represents Ministry interests in the determination of federal air emissions regulations and guidelines. Comments on air quality aspects of *environmental assessments* and *land use planning*. Provides socio-economic background for air quality matters. Regional offices are listed under the Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

## AIR RESOURCES BR PHYTOTOXICOLOGY

MOE 22

## SECTION

880 Bay St.

Toronto M5S 1Z8

416-965-4516

The Phytotoxicology Section investigates complaints and conducts *research* surveys in the vicinity of *industries* for information on the effects of *air pollution* on *soils* and vegetation of all types (*forests, agricultural crops, ornamentals*) throughout Ontario for environmental management purposes. Provides technical reports to complainants about alleged sources of pollution, for use in negotiating vegetation damage claims. Regional offices are listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

## AIR RESOURCES BR TECHNOLOGY

MOE 23

## DEVELOPMENT

880 Bay St.

Toronto M5S 1Z8

416-965-4081

The Technology Development & Appraisal Section conducts *research* studies into technological developments, industrial trends and *air pollution* problems, including hazardous agents and other emissions. Administers *environmental research grants*. Regional offices are listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

## AIR RESOURCES BR VEHICLE EMISSIONS

MOE 24

880 Bay St.

Toronto M5S 1Z8

416-965-4493

The Vehicle Emissions Section assesses *air pollution* in Ontario as it relates to automotive-derived pollutants and plans and controls Ministry strategy in dealing with these pollutants. Performs on-road spot checks of *vehicles* and used car lot inspections to ensure compliance with auto emission control standards in The *Environmental Protection Act*. Regional offices are listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

## WASTE MANAGEMENT BR WASTE SYSTEMS

MOE 25

## PLANNING

416-965-3284

The Waste Management Branch coordinates programs concerned with the disposal of *waste* on land. Waste Systems Planning Section deals with *pollution* by *industry* (such as mining, metals, food, petroleum) and municipal and private solid wastes. These include hazardous industrial waste, industrial sludges and pretreatment residues, municipal sewage sludge, derelict motor vehicles, soft drink or beverage containers, and their disposition at waste disposal sites. Coordinates related federal-provincial activities; provides technical support regarding industrial waste treatment and control with respect to water, air and solids. Coordinates project to take inventory and recommend rehabilitation of derelict *mining land* throughout Ontario. Contact regional or district offices listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33 for complaints on related pollution.



## WASTE MANAGEMENT BR WASTE UTILIZATION

MOE 26

416-636-8015

The Waste Management Br coordinates programs concerned with the disposal of waste on land. Waste Utilization Section develops and implements a comprehensive *waste* management program including new procedures for resource recovery and recycling, especially for *energy* conservation. Operates full scale experimental plant for technology *research* and market development. Provides *grants* for selected technology demonstration projects. Promotes source separation projects (recovery of waste newspaper, glass and cans from residential garbage) in selected municipalities.

## WATER RESOURCES BR CARTOGRAPHY &amp; DRAFTING

MOE 27

4375 Chesswood Dr.  
Downsview M3J 2C2  
416-636-8015

The Cartography & Drafting Section provides cartographic, drafting, graphic artwork and reproduction services for the Ministry. Its *maps* file is available for reference purposes to ministries and agencies of the Ontario Government.

## WATER RESOURCES BR DATA SYSTEMS

MOE 28

1 St. Clair Ave. W.  
Toronto M4V 1K6  
416-965-6141

The Data Systems and Administration Section designs, develops and implements *systems* that store, retrieve and process data related to the programs of the Water Resources Branch.

## WATER RESOURCES BR HYDROLOGY &amp; MONITORING

MOE 29

1 St. Clair Ave. W.  
Toronto M4V 1K6  
416-965-2105

The Hydrology & Monitoring Section coordinates *water* quality and quantity programs related to *lakes* and other inland waters. Provides geotechnical support for Ministry hydrogeological and ground water development and protection programs. Issues *licences* to contractors of water *wells* and participates in policy making and application of the water taking *permit* program. Contact regional or district offices listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

## WATER RESOURCES BR LIMNOLOGY &amp; TOXICITY

MOE 30

Resources Rd.  
Rexdale M9W 5L1  
416-248-3058

The Limnology and Toxicity Section does *research* on relationships between aquatic organisms and the *water* environment (e.g. problem *weed* species, aquatic weed harvesting). Limnology Unit monitors water quality in recreational *lakes* and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of



waste from industry, pesticides and other contaminants or hazardous agents on fish and other aquatic organisms (e.g. mercury levels). Contact regional or district offices listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

#### WATER RESOURCES BR PLANNING & COORDINATION

MOE 31

1 St. Clair Ave. W.  
Toronto M4V 1K6  
416-965-6954

The Planning & Coordination Section coordinates and maintains water resources policy and guidelines. Plans and coordinates water resources survey research and river basins water management studies. To achieve desirable water quality in the Great Lakes, coordinates Great Lakes survey programs so that pollution abatement and remedial measures are determined. Also answers inquiries on mercury levels in fish. Contact regional or district offices listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

#### WATER RESOURCES BR WATER MODELLING

MOE 32

1 St. Clair Ave. W.  
Toronto M4V 1K6  
416-965-4590

The Water Modelling Section develops, adapts and applies mathematical models and analytical methods to represent and predict the response of lakes, streams, and ground water to waste inputs, withdrawals, land-use practices, pollution control measures, and climatic conditions in order to aid development of water management policy and assess effects on environment. Conducts research studies in representative areas to develop and test models. Contact regional or district offices listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

### REGIONAL OPERATIONS AND LABORATORIES DIVISION

#### REGIONAL OPERATIONS AND LABORATORIES DIVISION

MOE 33

416-965-5115

Delivers all Ministry services to municipalities, individuals and corporations through a network of regional, district and sub-offices throughout Ontario. See other entries under this Ministry for individual descriptions of its programs. Additionally, all offices carry out complaints investigations and investigate and comment on the feasibility of project proposals. The Division is organized functionally into four sections; Industrial Abatement (the amount of pollutants emitted by industries is regulated and controlled); Municipal and Private Abatement (to control pollution by municipalities and individuals, inspects commercial water and sewage, treatment facilities and waste disposal sites; conducts special environmental research surveys and studies, e.g., lakes and cottages; administers funds from the Waste Management Improvement Fund to upgrade municipal waste disposal sites; issues licences under the pesticides control program); Utility Operations (assistance to municipalities regarding provincially-funded water and waste water treatment plants); and Technical Support (monitoring, study and analysis of specific projects and ambient air, land and water conditions).

There is a regional manager in each regional office in charge of one of the above functions. In most district offices there are two district officers, one in charge of Industrial Abatement and one in charge of Municipal and Private Abatement. In some district offices there is only one district officer depending on the level of activity in the particular area. The Ministry offices are listed below.

## CENTRAL REGION

### *Regional Office*

1150 Ferrand Dr., Ste. 700

**Don Mills M3C 3C3**

416-424-3000

### *Barrie District Office*

12 Fairview Rd.

**Barrie L4N 4P3**

705-726-1730

### *Muskoka-Haliburton District Office*

**Gravenhurst P0C 1G0**

705-687-3408

### *Sub-office*

100 Main St. E.

**Huntsville P0A 1K0**

705-789-2386

### *South Peel Area System*

920 East St.

**Mississauga L5E 1W6**

416-274-67101

### *Haltom-Peel District Office*

1226 White Oaks Blvd.

**Oakville L6H 2B9**

416-844-5747

### *District Office*

139 George St. N.

**Peterborough K9J 3G6**

705-743-2972

### *District Office*

150 Ferrand Dr., Ste. 700

**Toronto (Don Mills) M3C 3C3**

416-424-3000

## NORTHEASTERN REGION

### *Regional & District Offices*

199 Larch St.

**Sudbury P3E 5P9**

705-522-8282

### *District Office*

1500 Fisher St.

Northgate Plaza

**North Bay P1B 2H3**

705-476-1001

### *District Office*

74 Church St.

**Parry Sound P2A 1Z1**

705-746-2139

### *District Office*

445 Albert St. E.

**Sault Ste. Marie P6A 2J9**

705-949-4640

### *District Office*

83 Algonquin Blvd. W.

**Timmins P4N 2R4**

705-264-9474

## NORTHWESTERN REGION

### *Regional & District Office*

P.O. Box 5000

435 James St. S.

**Thunder Bay P7C 5G6**

Regional Office: 807-475-1205

District Office: 807-475-1315

### *District Office*

P.O. Box 5750

808 Robertson St.

**Kenora P9N 1X9**

807-468-5578

## SOUTHEASTERN REGION

### *Regional Office*

133 Dalton St.

P.O. Box 820

**Kingston K7L 4X6**

613-549-4000

### *District Office*

15 Victoria Ave.

**Belleville K8N 1Z5**

613-962-9208

### *District Office*

4 Montreal Rd., 2nd Flr.

**Cornwall K6H 1B1**

613-933-7402

### *District Office*

2378 Holly Lane

**Ottawa K1V 7P1**

613-521-3450

### *Sub-Office*

1000 MacKay St.

**Pembroke K8A 6X1**

613-732-3643

## SOUTHWESTERN REGION

### *London Regional Office*

985 Adelaide St. S.

**London N6E 1V3**

519-681-3600

### *Sub-District Office*

435 Grand Ave. W.

**Chatham N7L 3Z4**

519-352-5107

c/o Ministry of Agriculture & Food

P.O. Box 688

**Clinton N0M 1L0**

519-482-3428

### *District Office*

220-11th St. E., Ste. 108

**Owen Sound N4K 1T9**

519-371-2901

### *District Office*

242A Indian Rd. S., Ste. 209

**Sarnia N7T 3W4**

519-336-4030

### *District Office*

250 Windsor Ave., 6th Flr.

**Windsor N9A 6V9**

519-254-5129

## WEST-CENTRAL REGION

### *Hamilton Regional Office*

140 Centennial Pkwy. N.

**Stoney Creek L8E 3H2**

416-561-7410

### *District Office*

400 Clyde Rd.

P.O. Box 219

**Cambridge N1R 5W6**

519-623-2080

### *Sub-Office*

645 Norfolk St. N.

**Simcoe N3Y 3R2**

519-426-1940

### *District Office*

637-641 Niagara St. N.

**Welland L3C 1L9**

416-735-0431

## LABORATORY SERVICES BR

Resources Rd., Box 213

Rexdale M9W 5L1

416-248-3015

MOE 34

Laboratory Services Br provides Ministry branches with analytical support for their *environmental assessments* and *pollution control* programs. Participates in planning programs requiring analytical expertise and assists in analytical data interpretation. Updates

analytical methods and develops procedures for measuring new environmental pollutants. Participates in *environmental research* projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human *health* including occupational health. The Central *Laboratory* in Toronto advises the regional laboratories in Thunder Bay, London and Kingston (addresses listed below).

*Southeastern Regional Laboratory*  
c/o Kingston Regional Office  
133 Dalton St., P.O. Box 820  
**Kingston K7L 4X6**  
613-549-4000

*Northwestern Regional Laboratory*  
421 James St. S.  
**Thunder Bay P7E 2V6**  
807-475-1275

*Southwestern Regional Laboratory*  
c/o London Regional Office  
985 Adelaide St. S.  
**London N6E 1V6**  
519-681-3600

## AGENCIES

### ENVIRONMENTAL APPEAL BOARD

MOE 35

1 St. Clair Ave. W.  
Toronto M4V 1K7  
416-965-2531

Environmental Appeal Board hears *appeals* of persons affected by certain decisions or orders of local *health* authorities or the Ministry of the Environment in the area of private *sewage* disposal, and of the Ministry of the Environment in the areas of *water* and *sewage*, *waste* disposal, *air* and *noise pollution*, in accordance with The *Ontario Water Resources Act*, 1970 and The *Environmental Protection Act*, 1971.

### ENVIRONMENTAL ASSESSMENT BOARD EAA

MOE 36

1 St. Clair Ave. W.  
Toronto M4V 1K6  
416-965-2531

The Environmental Assessment Board holds public hearings on the impact of major development proposals under The *Environmental Assessment Act*, 1975 (EAA). Under this Act, after the *environmental assessment* and the government's review thereof have been made public, any person (including the Minister of the Environment) can require a hearing by the Board by written notice. After such hearings the Board renders a decision which can only be varied or rescinded by the Minister with the approval of the Lieutenant Governor in Council. The Board also holds hearings under two other statutes; for information see the other listings under the Min. of the Environment, Environmental Assessment Board.

### ENVIRONMENTAL ASSESSMENT BOARD EPA

MOE 37

1 St. Clair Ave. W.  
Toronto M4V 1K6  
416-965-2531

The Environmental Assessment Board holds public hearings on the impact of major de-



development proposals under The *Environmental Protection Act*, 1971 (EPA). Hearings are either mandatory or discretionary; mandatory, where an application is made for approval to establish or extend a *waste* disposal site for the disposal of hauled liquid industrial waste or hazardous waste; discretionary, where an application is made for approval to establish or extend a waste management system or waste disposal site other than referred to above. Following such hearings, the Board submits its recommendations on the proposal to the Ministry of the Environment. The Board also holds hearings under two other statutes; for information see the other listings under Min. of the Environment, Environmental Assessment Board.

#### ENVIRONMENTAL ASSESSMENT BOARD OWRA

MOE 38

1 St. Clair Ave. W.

Toronto M4V 1K6

416-965-2531

The Environmental Assessment Board holds public hearings on the environmental impact of major development proposals under The *Ontario Water Resources Act*, 1970. Hearings are mandatory or discretionary; mandatory, where a *municipality* contemplates establishing or extending its *sewage* works in or into another municipality or territory; discretionary, where a municipality or person intends to establish or extend a sewage treatment works within the municipality. Following such a hearing, the Board submits its recommendations on the proposal to the Ministry of the Environment. The Board also holds hearings under two other statutes; for information see the other listings under Min of the Environment Assessment Board.

#### FARM POLLUTION ADVISORY COMMITTEE

MOE 39

R.R. #4

Hagersville N0A 1H0

416-768-5614

The Farm Pollution Advisory Committee is composed of four practising farmers who act in an advisory capacity to the Ministry of the Environment on *farm pollution*. Where complaints of *livestock* odors and effluent runoff have not been resolved by Ministry inspectors, the committee is called in to investigate complaints and recommend corrective action.

#### PESTICIDES ADVISORY COMMITTEE

MOE 40

Queen's Park

Toronto M7A 1A2

416-965-7048

The Pesticides Advisory Committee annually reviews the *Pesticides Act*, its regulations and government publications on *pests* and *pesticides*. The Ontario Government Bookstore (965-2054) has all government publications on pesticides. The Committee inquires into matters concerning pesticides and the control of pests. Classifies all pesticides previous to their marketing in Ontario. Maintains a *library* of pesticide containers. For pesticide vendors' and pest exterminators' licences contact Pollution Control Br Pesticides Control Section (965-2401). Advises the Ministry on environmental *research grants* relative to pesticides and evaluates their results.

WASTE MANAGEMENT ADVISORY BOARD

MOE 41

1 St. Clair Ave. W.  
Toronto M4V 1K6  
416-965-3007

The Waste Management Advisory Board advises the Minister of the Environment on matters related to *waste* management in Ontario including means of reducing the quantity produced, of assisting in the development of resource recovery from the waste stream, and of improving the aesthetic quality of the physical environment.

## MINISTRY OF GOVERNMENT SERVICES

77 Wellesley St., Ferguson Block  
Queen's Park, Toronto M7A 1N3  
(Location Exceptions Noted)

The Ministry of Government Services is responsible for providing accommodation facilities and a wide range of goods and services in support of Ontario government ministries and agencies. The Ministry is organized into three programs: Accommodation, Supply and Services, and Communication and Computer Services.

### DEPUTY MINISTER'S OFFICE

MANAGEMENT PLANNING BR  
416-965-6683

MGS 1

Develops and supports the Ministry's corporate planning and control systems, and provides executive assistance to the Deputy Minister. Major functions include long-term planning and policy development, liaison with Management Board Secretariat on program and policy matters, and the analysis and preparation of management submissions to Management Board. Provides for the continuing analysis and evaluation of Ministry programs, and coordinates the policies and standards for Ministry *systems development*, implementation and control. Also coordinates development, publication and distribution of Ministry policies and procedures, and provides public relations and information services in support of Ministry programs. The Branch operates the Ministry *reading room* to provide public access to all Ministry publications, statutes, regulations and most manuals and internal procedures used by the Ministry.

### ADMINISTRATION DIVISION

ADMINISTRATIVE SERVICES BR  
416-965-9215

MGS 2

Administrative Services Branch provides the Ministry with purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration).

ADMINISTRATIVE SERVICES BR OFFICIAL  
DOCUMENTS

MGS 3

Hearst Block, 900 Bay St.  
Toronto M7A 1N3  
416-965-5741

The Official Documents Section prepares, records, searches, *microfilms* and makes copies of Ontario official *documents*, e.g., *land patents*. For details about land patents such as name of original patentee, date and description of property, contact the Ministry of Natural Resources Land Management Br Titles Section (965-1319). *Certifies* notarized documents and *affidavits* that are sent abroad by the public for various purposes. *Scrolls Office* (965-5733) prepares congratulatory *scrolls* for Ontario citizens on the request of their Member of Provincial Parliament, to acknowledge 90th and succeeding birthdays, 50th and succeeding wedding anniversaries, or other significant accomplishments of individuals, municipalities and other organizations.

## ADMINISTRATION SYSTEMS GROUP

MGS 4

1200 Bay St.  
Toronto M7A 1N3  
416-965-9231

The Administration Systems Group is responsible for the development and implementation of computerized or manual information systems in support of Ministry programs. For government systems development policy and supplier's list, see Management Board of Cabinet Secretariat, Management Technology Branch, MB 6.

## AUDIT BR

MGS 5

416-965-4805

Audit Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial and operational controls.

## FINANCE BR

MGS 6

Ferguson Block, 77 Wellesley St.  
Toronto M7A 1P8  
416-965-2153

The Branch is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

## LEGAL BR

MGS 7

416-965-1141

Provides legal services for the Ministry in the areas of conveyancing and contracts, e.g. the acquisition (including *expropriation*), sale and lease of *land, buildings* negotiation and formulation of building contracts, *computer* contracts and contracts for other types of services. Provides legal opinions relating to *Ontario Public Service employees pension* benefits. Also provides litigation relating to the collection of outstanding accounts.

## PERSONNEL BR

MGS 8

416-965-7011

Personnel Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. Personnel Branch is responsible for the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. The Branch maintains the Ministry's personnel and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

The *Affirmative Action Program* Manager (965-1146) plans, develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.



## ACCOMMODATION

### DESIGN SERVICES BR

MGS 9

Ferguson Block, 77 Wellesley St.  
Toronto M7A 2G3  
416-965-2108

Provides construction and design services for Ontario government capital, lease purchase and *accommodation* alteration projects. Also includes preparation of documents and inspection of work performed. Part of the interior design consulting function (965-6723) is cataloguing of original paintings and sculptures owned by the Government, commissioning works of *art* in government buildings and restoration of these works of art where necessary. Provides technical assistance to other ministries in problems pertaining to construction, maintenance and operation of *buildings* and institutions. Responsible for space management of general purpose accommodation for all Ontario government ministries and most government special purpose bodies.

### PROGRAM MANAGEMENT BR

MGS 10

416-965-2172

The Branch is responsible for the management of all *accommodation* projects of the Ontario government. Ensures that all projects are completed on schedule, within budget, and to the satisfaction of client ministries. Coordinates accommodation projects related to capital accommodation, *land* acquisition for capital projects, leasing, lease-purchase and accommodation alterations. Provides liaison for the Ministry of Government Services with all ministries and government agencies for all accommodation needs. Also responsible for planning activities relating to the provision and management of accommodation and for the *Accommodation Management Information System*.

### PROPERTY MANAGEMENT BR

MGS 11

416-965-2051

Property Management Branch represents the Ministry throughout the Province through twelve regional offices and four field area offices in providing operational maintenance and repair services to Ontario government-owned *buildings*. Field area offices are subdivisions of the regional offices.

Regional and field office staff guide and counsel other Ministries, service suppliers, and contractors, developing a closer communications link between them and the program specialists in Queen's Park.

The regional staff are responsible for the servicing and repair of building structures, heating, ventilating, air-conditioning and electrical systems; the provision of cleaning, *security*, grounds maintenance (*horticultural* service) and parking; and common administrative services in consolidated government office buildings within their geographic area. In addition, the Branch is responsible for the *tendering* and construction of minor capital projects, as well as alterations and improvements for both leased and government-owned buildings. The regional staff are involved in the preparation of contract documents and drawings for contracted work for government *accommodation*.

Other services include the administration of the Ministry's *safety* program to ensure safe conditions in government buildings and on building construction sites; coordination of displays of various ministries at the London, Ottawa and Thunder Bay *exhibitions*; and the *tendering* and administration of *catering* contracts for cafeterias and vending machine

operations in provincial court houses and office buildings occupied by government ministries. Regional staffs respond to *emergency* situations requiring the protection of Ministry staffs, the public and government-owned buildings.

The Branch continues actively in a program of *energy conservation* within Ontario government buildings. It is also responsible for the reservation and use of committee rooms in the Macdonald Block at Queen's Park, (965-1109). Below is a list of regional and field offices:

*Regional Office*  
345 Park St. W.  
P.O. Box 100  
**Dundas L9H 5E7**  
416-627-3515

*Regional Office*  
400 Elizabeth St.  
**Guelph N1H 2Y1**  
519-822-1150

*Regional Office*  
Ontario Government Bldg.  
P.O. Box 2008  
**Kemptville K0G 1J0**  
613-269-4764

*Regional Office*  
1055 Princess St.  
Box 8000  
**Kingston K7L 1H3**  
613-544-8955

*Regional Office*  
322 Kent St. W.  
Box 7000  
**Lindsay K9V 4S9**  
705-324-9188

*Regional Office*  
900 Highbury Ave.  
Box 5452  
**London N6A 4L6**  
519-453-3550

*Regional Office*  
24 James St. E.  
**Orillia L3V 6K7**  
705-325-7403

*Regional Office*  
Highway 69 South, McFarlane Lake  
P.O. Box 2520, Postal Station 'A'  
**Sudbury P3A 4S9**  
705-675-4361

*Area Office*  
1353 Gorman St.  
**North Bay P1B 2Y3**  
705-476-2260  
(Sudbury Region)

*Area Office*  
445 Albert St. E.  
**Sault Ste. Marie P6A 2J9**  
705-949-4515  
(Sudbury Region)

*Area Office*  
Hollinger Lane  
P.O. Box 520  
**Schumacher P0N 1G0**  
705-264-2234  
(Sudbury Region)

*Regional Office*  
20 Albany St., P.O. Box 3020  
**Thunder Bay P7B 5G5**  
705-475-1285

*Area Office*  
720 Robertson St., Box 516  
**Kenora P9N 3X5**  
807-478-7002  
(Thunder Bay Region)

*West Central Regional Office*  
171 Judson St.  
**Toronto M8Z 1A4**  
416-252-5058

*Queen's Park Regional Office*  
 16 Grosvenor St.  
 Toronto M7A 1N7  
 416-965-6811

*East Central Regional Office*  
 178 Queen's Quay E.  
 Toronto M5A 1B4  
 416-965-6034

**REALTY SERVICES BR ADMINISTRATION  
 SECTION**  
 416-965-9220

MGS 12

The Administration Section provides general administrative services to the Branch and administers a system for the automatic payment of *rents* on leased *accommodation (real estate)*. The Section serves most agencies and ministries of the Ontario government.

**REALTY SERVICES BR ESCALATION SECTION**  
 416-965-4777

MGS 13

The Escalation Section reviews, audits and arranges for the payment of claims (tax and operating) submitted for *accommodation (real estate)* leased from the private sector. The Section serves most agencies and ministries of the Ontario government.

**REALTY SERVICES BR LAND TRANSFER**  
 416-965-7952

MGS 14

This section handles appraisal (965-9217), negotiation (965-4770), *expropriation* (965-2070) and *surveys* (965-6748), as required, for the acquisition and sale of interests in *real estate*, including leased *accommodation*. The Section serves most agencies and ministries of the Ontario government.

**REALTY SERVICES BR LEASING SECTION**  
 416-965-4777

MGS 15

The Leasing Section arranges for the appraisal, negotiation and acquisition of leased *real estate accommodation* from the private sector and municipalities. The Section serves most agencies and ministries of the Ontario government.

**REALTY SERVICES BR PROPERTY  
 ADMINISTRATION**  
 416-965-2040

MGS 16

The Property Administration Section handles interim management of government *accommodation* including the leasing of temporarily vacant *real estate*. It also assists *employees* of the *Ontario Public Service* transferred to other locations in Ontario in selling their homes under the *Home Owner Employee Relocation Plan* (965-3444). The Section serves most agencies and ministries of the Ontario government.

**COMMUNICATIONS & COMPUTER SERVICES DIVISION**

**COMMUNICATIONS & COMPUTER SERVICES  
 DIVISION**  
 1200 Bay St.  
 Toronto M5R 2A5  
 416-965-4262

MGS 17

The Division provides comprehensive *telecommunications* and *computer services* to the



Ontario government. Computer services include a broad range of computer processing services such as time sharing, batch processing, data base and related support services. The *Computer Support Services Br* (965-5352) is the planning and central technical resource and coordinating arm of the Division. There are three Computing Centres in Metro Toronto: Queen's Park Computing Centre (965-8742), Leaside Data Centre (965-8273) and Downsview Computing Centre (248-3943). Telecommunications services, provided through the *Telecommunication Services Br* (965-0175) include *telephone*, *radio* (non-broadcast), video, data communications and teleconferencing. The Branch also provides and manages the government's consolidated telephone systems and associated switchboards in Toronto (965-1211), Thunder Bay (807-475-1285) and London (519-679-7000), Ottawa (613-566-2721) and Sudbury (705-675-4574).

## MARKETED SERVICES DIVISION

### CENTRAL PURCHASING SERVICES BR

MGS 18

1200 Bay St.  
Toronto M7A 1N3  
416-965-6937

Central Purchasing Services Br combines the functions of the former Supply Administration Br and the Printing Services Br. This Branch provides a government-wide *purchasing* service and consists of five sections described individually.

### CENTRAL PURCHASING COLLECTIVE PURCHASING

MGS 19

1200 Bay St.  
Toronto M7A 1N3  
416-965-4751

Central Purchasing Services Br, Collective Purchasing Section establishes government-wide standing agreements and standing offers for the *purchase* of commonly used commodities by various ministries and agencies.

### CENTRAL PURCHASING OFFICE PRODUCTS

MGS 20

1200 Bay St.  
Toronto M7A 1N3  
416-965-1247

Central Purchasing Services Br, Office Products Section *purchases* *furniture* and furnishings for the government and all office machines for the Ministry of Government Services. Also manages *Government Stationery Service* (965-7460) which operates a retail outlet supplying common *stationery* and office supplies.

### CENTRAL PURCHASING PRINT PROCUREMENT SERVICE

MGS 21

416-965-3004

Central Purchasing Services Br, Print Procurement Service *purchases* *printing services* from the private sector as required by the ministries and agencies. Handles contracting for all legislative printing including *legislation* (*bills* and regulations) and the *Ontario Gazette* and provides subscriptions to *Hansard*, *bills*, *Votes* and *Proceedings* and *Order Papers* (965-2238); also publishes the *Government of Ontario Telephone Directory*.



CENTRAL PURCHASING PUBLICATIONS  
SERVICE

MGS 22

880 Bay St.  
 Toronto M7A 1N8  
 Mail Order: 416-965-6015 or  
 Toll-free 1-800-268-7540  
 In Northwestern Ontario, ask  
 Operator for Zenith 67200

Central Purchasing Services Br, Publications Service is responsible for Ontario government *publications* inventory control and distribution to the public, other ministries and to public libraries through a province-wide library depository system. Publications, including *Hansard*, *Ontario Gazette*, legislation (*bills* and regulations) can be obtained by personal shopping at the bookstores listed below or by mail order from the Publications Centre, 880 Bay St., 5th Floor, Toronto M7A 1N8. For inquiries regarding personal shopping in Metro Toronto, call the *Ontario Government Bookstore* at 965-2054. For mail order inquiries, call 965-6015; elsewhere in Ontario except Northwestern, call toll-free 1-800-268-7540; in Northwestern Ontario dial 0 and ask for Zenith 67200. Cheques should be made payable to the Treasurer of Ontario.

## PERSONAL SHOPPING

*Renouf Publishing Company*  
 65 Sparks St.  
 Ottawa

*Ontario Government Bookstore*  
 880 Bay St.  
 Toronto M7A 1N8  
 416-965-2054

*Windsor Public Library Bookstore*  
 850 Ouellette Ave.  
 Windsor

## CENTRAL PURCHASING SOURCING SERVICES

MGS 23

1200 Bay St.  
 Toronto M7A 1N3  
 416-965-6937

Central Purchasing Services Br, Sourcing Services Section develops supplier lists, maintains a collection of vendors' catalogues, operates the *Public Tenders Office* (965-1152) to receive *tenders* for government supply contracts, and *purchases* equipment for new Ontario government facilities and for operational requirements of the Ministry of Government Services.

## SPECIAL SERVICES BR

MGS 24

1200 Bay St.  
 Toronto M7A 1N3  
 416-965-1051

Provides Ontario Government ministries with these operational support services: Collection Service for *debts* owing to the government (965-5195); Mail Service, a complete mass mailing service on a charge-back basis, including addressing, labelling, folding and inserting mail (965-6902); a Records Centre in Mississauga providing secure storage for inactive *records* with recall services on request (279-5493); a Vehicle Services and Assets Disposal Section (252-3348) providing, on a charge-back basis, maintenance and repair of government *motor vehicles* (251-2058) in addition to a province-wide *trucking* service

(252-3334); an Assets Disposal Service (259-7809) which receives, warehouses and arranges for re-use or disposal, *surplus furniture*, equipment and materials.

## GENERAL SERVICES DIVISION

### ACTUARIAL SERVICES BR

MGS 25

25 Grosvenor St.  
Toronto M7A 1N3  
416-965-7877

Provides an advisory service to ministries and agencies of the Ontario government on design and costing of *pension* and *insurance* benefits for *employees* of the *Ontario Public Service*. The Branch provides all actuarial services for the *Public Service Superannuation Fund* (PSSF) and the *Superannuation Adjustment Fund* (SAF) including annual valuation of these funds.

### EMPLOYEE ADVISORY SERVICE

MGS 26

25 Grosvenor St.  
Toronto M7A 1R1  
416-965-5161

Provides confidential *counselling* and referral services to *employees* of the *Ontario Public Service* (OPS). Provides training programs and individual consultations to managers and *personnel* administrators in dealing with troubled employees and work performance problems. Provides assistance to OPS employees in making *day care* arrangements for their children (965-9953).

### EMPLOYEE BENEFITS BR

MGS 27

25 Grosvenor St.  
Toronto M7A 1R1  
416-965-6861

Administers the following *benefit plans* for *employees* of the *Ontario Public Service* (OPS): *Public Service Superannuation Act*, *Superannuation Adjustment Benefits Act*. Informs current and retired (965-6861) OPS employees and dependent survivors of the benefits available. The Branch is not concerned with family benefits, Federal or private sector pensions, nor OPS separation benefits.

### EMPLOYEE DATA SERVICES BR

MGS 28

25 Grosvenor St.  
Toronto M7A 1N3  
416-965-6541

Operates and maintains the *Integrated Payroll Personnel Employee Benefits* (IPPEB) system and the *Central Attendance Recording System* (CARS) for *employees* of the *Ontario Public Service*. Central agencies and all ministries receive a variety of services from the systems including: *pay lists*, *cheques*, *work history data*, *ministry organization structures*, *status changes of employees*, *pension contribution data*, *life insurance*, *Ontario Health Insurance Plan (OHIP) information*, *T-4 income tax forms*, *salary structures* and various *statistical analyses*. Inquiries should be directed to *Personnel* or *Payroll* branches of the ministry concerned or to client liaison officers within the *Employee Data Services Branch*.

## EMPLOYEE HEALTH SERVICES BR

MGS 29

Rm. M1-73 Macdonald Block  
 Toronto M7A 2C1  
 416-965-6751

Provides direct *health* services to *employees* of the *Ontario Public Service* at their places of work in Toronto. Also provides advisory services to management on the health of the work force through various medical examinations.

## GENERAL SERVICES SYSTEMS GROUP

MGS 30

25 Grosvenor St., 1st Flr.  
 Toronto M7A 1R1  
 416-965-9548

Provides *system* feasibility studies, development, implementation and maintenance of systems which are administered through the General Services Division.

## GOVERNMENT PAYMENTS BR

MGS 31

25 Grosvenor St.  
 Toronto M7A 1R2  
 416-965-2905

The Branch is responsible for the production of cheques for the Ontario government from the *Consolidated Revenue Fund* or for most major cheque issuing programs developed by Ontario government ministries. Reconciles the Consolidated Revenue and most major cheque issuing bank accounts. All cheque writing and issuing is done only upon authorized request of each ministry. For specific inquiries, contact ministry concerned.

## INSURANCE AND RISK MANAGEMENT

MGS 32

25 Grosvenor St.  
 Toronto M7A 1N3  
 416-965-6254

Insurance and Risk Management *purchases insurance* for the government and advises all Ontario ministries and special purpose bodies on insurance coverage, excluding employee benefits. For information on Ontario government employee benefits call 965-6861.

## LEGISLATIVE SERVICES BR

MGS 33

Legislative Bldg.  
 Toronto M7A 1A2  
 416-965-6415

Provides housekeeping, maintenance, steward, messenger and support services to the Lieutenant Governor, Office of the Premier, Office of the Speaker and each Member of Provincial Parliament (MPP) in the Legislative Building. The *Media Studio* and its physical facilities (965-1164) are for the use of MPP's.

## AGENCIES

## PUBLIC SERVICE SUPERANNUATION BOARD

MGS 34

416-965-1709

The Public Service Superannuation Board recommends payments of *annuities*, *pensions*

and *disability* benefits to *employees* of the *Ontario Public Service* and rules on applications in respect of past service credits and pension credit transfers under the *Public Service Superannuation Act*. The Board also hears *appeals* from contributors, pensioners or dependents against administrative decisions made by the *Employee Benefits Br.*



## MINISTRY OF HEALTH

Hepburn Block, 80 Grosvenor St.  
Queen's Park, Toronto M7A 1R3  
(Location Exceptions Noted)

The Ministry is responsible for ensuring the good health of the Ontario public by administering such programs as health insurance, care for the mentally ill, extended health care, home care services, the regulation of hospitals and nursing homes, and drug benefit. The Ministry operates psychiatric hospitals and medical laboratories and coordinates ambulance services.

### DEPUTY MINISTER'S OFFICE

#### AFFIRMATIVE ACTION PROGRAM

HEALTH 1

416-965-3015

The Affirmative Action Program Manager plans, develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

#### FRENCH LANGUAGE HEALTH SERVICES

HEALTH 2

416-965-5519

Coordinates the provision of French language services in the Ministry of Health, including the provision of such services to the Franco-Ontarian public.

#### HEALTH POLICY DEVELOPMENT BR

HEALTH 3

416-965-5915

The key responsibility of this Branch is to support policy development at the corporate level. The Branch provides advice on short term policy issues, and provides secretariat support for corporate management. It is also responsible for liaison and coordination regarding *federal-provincial* and *inter-provincial* conferences in the *health* field.

#### HEALTH PROMOTION & INFORMATION BR

HEALTH 4

416-965-3101

Provides information service, *health education* materials and health education programs for the Ministry of Health. The Branch informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The Branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

The Health Education Promotion Unit (965-5811) develops strategies and methods for the Ministry in the area of *health education* and health promotion. The Unit develops proposals and recommendations to promote the best individual and collective levels of health possible. The Unit also maintains contact with other organizations involved in health promotion, such as those within various levels of government, district health councils, local official health agencies, and professional and voluntary health organizations, to avoid duplication and to reinforce any deserving efforts undertaken in the field.

LEGAL BR  
416-965-2477

HEALTH 5

Legal Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, appearing before tribunals, etc. The Legal Branch is seconded to the Ministry by the Ministry of the Attorney General.

STRATEGIC RESEARCH & MANPOWER  
PLANNING BR  
416-965-6246

HEALTH 6

The function of this Branch is to promote and provide support for corporate planning. This includes analyzing the *health* care system and its environment from a long-term perspective; developing and implementing health research strategy for the province; establishing policy regarding health professional and research *manpower*. The Branch also manages the health *research grants* and *bursaries* program, including the *Provincial Lottery grants*, directs the *Clinical Education* program, and provides liaison between the Ministry and the *Ontario Council of Health*.

## ASSISTANT DEPUTY MINISTER ADMINISTRATION &amp; HEALTH INSURANCE

AUDIT BR  
7 Overlea Blvd.  
Toronto M4H 1A8  
416-965-4338

HEALTH 7

Audit Branch is responsible for the Ministry's audit functions which include the review and appraisal of accounting, financial, and operating controls within the Ministry and in agencies funded by the Ministry.

HUMAN RESOURCES BR  
416-965-5077

HEALTH 8

Human Resources Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. The Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling and the investigation of employee grievances. The Branch coordinates the Ministry's *youth employment* program and maintains the Ministry's personnel and employee benefit records. It provides liaison between the Ministry and the Civil Service Commission and the Ontario Public Service Employees Union (OPSEU). The Branch is also a resource to the health sector in *labour relations*, *compensation* studies and management development. The Branch was regionalized to provide personnel services to all offices of the Ministry in their geographic regions. Regional offices are listed below.

P.O. Box 1050  
Brockville K6V 5W7  
613-345-1461

100 West 5th St.  
Hamilton L9C 3N6  
416-388-2511

752 King St. W.  
**Kingston K7L 4X3**  
 613-546-1101

850 Highbury Ave.  
**London N6A 4H1**  
 519-455-5110

Box 3010  
**North Bay P1B 8L1**  
 705-474-1200

Church St.  
**Penetanguishene L0K 1P0**  
 705-549-7431

Box 2004  
**St. Thomas N5P 3V9**  
 519-631-8510

580 Algoma St. N.  
 Box 2930  
**Thunder Bay P7B 5G4**  
 807-344-3571

**Queen's Park Unit**  
 11th Flr., Hepburn Block  
**Toronto M7A 1S5**  
 416-965-5041

**Overlea Unit 'A'**  
 3rd Flr., 7 Overlea Blvd.  
**Toronto M4H 1A8**  
 416-965-2025

**Overlea Unit 'B'**  
 3rd Flr., 7 Overlea Blvd.  
**Toronto M4H 1A8**  
 416-965-2025

**Islington Satellite Unit**  
 Resources Road  
**Toronto M5W 1R5**  
 416-248-3018

1001 Queen St. W.  
**Toronto M6J 1H4**  
 416-535-8501

Box 613  
**Whitby L1N 5S9**  
 416-668-5881

## HEALTH INSURANCE DIVISION

### HEALTH INSURANCE DIV, GENERAL MANAGER'S OFFICE

HEALTH 9

7 Overlea Blvd.  
 Toronto M4H 1A8  
 416-965-1000

In addition to coordinating the activities of the branches under this Division, the General Manager's Office is responsible for four units whose functions relate to the administration of the Ontario Health Insurance Plan (*OHIP*). The four units are the Administration Unit, the Management Information Unit, the Planning and Development Unit and the Control Unit. The Office is also responsible for preparations to relocate the entire OHIP operation to Kingston in 1983.

### ONTARIO DRUG BENEFIT UNIT

HEALTH 10

7 Overlea Blvd.  
 Toronto M4H 1A8  
 416-965-9451

The Unit is responsible for program management of Ontario's *Drug Benefit* program. Publishes and distributes the *Ontario Drug Benefit Formulary* and PARCOST Comparative Drug Index, a prescribing guide for doctors and dispensing aid for pharmacists.



When prescribed by an Ontario doctor or dentist and dispensed in Ontario, *drugs* in the Formulary are available free to Drug Benefit recipients. Advises the Ministry, government agencies and institutions, professional groups, the pharmaceutical industry and the public on all matters related to Ontario Drug Benefit and provides liaison re *pharmaceutical services in nursing homes, homes for the aged, hospitals, government institutions.*

#### ENROLMENT SERVICES BR

HEALTH 11

7 Overlea Blvd.  
Toronto M4H 1A8  
416-482-1111

Enrolls all persons eligible for the Ontario Health Insurance Plan (*OHIP*); maintains records and answers all questions regarding enrolment and insured status. *Immigrants* receive *health insurance* coverage from date of application provided they apply within 90 days of arriving in Ontario. The Branch reviews eligibility for insured services, and administers the program relating to *OHIP premium financial assistance* based on taxable income and *OHIP premium exemption* based on age. *Senior citizens* 65 years of age or over who have resided in Ontario for the 12 months preceding application are eligible. Spouses of eligible senior citizens are also covered by premium exemption. The Branch also provides service to employers in administration of their insured groups. Contact *OHIP district offices* listed under the Operations Branch entry, HEALTH 12.

#### OPERATIONS BR

HEALTH 12

7 Overlea Blvd.  
Toronto M4H 1A8  
416-965-5700

Administers nine district and eight satellite offices processing claims under the Ontario Health Insurance Plan (*OHIP*), answering questions about enrolment in *OHIP*, premium payments, *medical* and *hospital* claims and *Extended Health Care* benefits. Appeals concerning *Extended Health Care* benefits in *nursing homes* are handled by the *Medical Eligibility Committee* (965-3294). Contact district offices listed below. (Note: In the Metropolitan Toronto area, inquiries about *OHIP* claims which have not yet been processed should be directed to the appropriate district office. The appropriate office for all claims made by the patient (e.g., out-of-province claims for services rendered by a health care practitioner outside Ontario) is determined by the patient's address. The office for all claims made through the practitioner is determined by the address at which the practitioner has chosen to register. However, in order to permit an even workload distribution, these addresses do not always correspond exactly to the districts (e.g., North York and Etobicoke claims are processed by the Mississauga office while Scarborough claims are processed by the Oshawa office). Any district office or the practitioner will be able to assist inquirers to determine which office to contact.)

*Hamilton District Office*  
25 Main St. W.

**Hamilton L8P 4P9**  
416-528-3481

In 519, 613 and 705 areas call  
1-800-263-2187

416 areas call 1-800-263-2197

*Hamilton District Sub-Office*  
665 King St. E., Ste. 202

**Kitchener N2G 2M4**  
519-745-7379

Surrounding area call toll-free  
Zenith 96420



*Hamilton District Sub-Office*

15 Church St., Ste. 403  
**St. Catharines L2R 3B5**  
 416-682-6658  
 Surrounding area call toll-free  
 Zenith 96420

*Kingston District Office*

1055 Princess St.  
 P.O. Box 9000  
**Kingston K7L 5A9**  
 613-546-3811  
 Kingston-East call toll-free  
 Zenith 69100  
 Kingston-West call toll-free  
 Zenith 96420

*London District Office*

227 Queens Ave.  
 P.O. Box 5700  
 Terminal A  
**London N6A 4L6**  
 519-433-4561  
 Surrounding area call toll-free  
 1-800-265-4703

*London District Sub-Office*

568 North Christina Place  
**Sarnia N7T 5W5**  
 519-337-3667

*London District Sub-Office*

1427 Ouellette Ave.  
**Windsor N8X 1K1**  
 519-258-7560

*Mississauga District Office*

201 City Centre Dr.  
 P.O. Box 7020  
 Postal Station A  
**Mississauga L5A 3M1**  
 416-275-2730  
 Surrounding area call toll-free  
 Zenith 96420

*Oshawa District Office*

44 Bond St. W.  
**Oshawa L1H 7R1**  
 416-576-2870  
 Surrounding area call toll-free  
 1-800-263-3814

*Oshawa District Sub-Office*

114 Worsley St.  
**Barrie L4M 1M1**  
 705-726-0326  
 Surrounding area call toll-free  
 1-800-726-7597

*Oshawa District Sub-Office*

139 George St. N.  
**Peterborough K9J 3G6**  
 705-743-2140  
 Surrounding area call toll-free  
 Zenith 96420

*Ottawa District Office*

75 Albert St.  
**Ottawa K1P 5Y9**  
 613-237-9100  
 Surrounding area call toll-free  
 1-800-267-1912

*Sudbury District Office*

195 Larch St., 8th Flr.  
**Sudbury P3B 5R1**  
 705-675-4261  
 Surrounding area call toll-free  
 1-800-461-4006/7/10

*Sudbury District Sub-Office*

101 Mall, Ste. 110  
**Timmins P4N 6K6**  
 705-267-1164

*Thunder Bay District Office*

435 James St. S.  
 P.O. Box 5000  
**Thunder Bay P7C 5G6**  
 807-475-1431  
 Ignace & East call toll-free  
 Zenith 96420

*Thunder Bay District Sub-Office*  
333 Second St. S.  
**Kenora P9G 1G3**  
807-468-9554  
West of Ignace call toll-free  
Zenith 69100

*Toronto District Office*  
2195 Yonge St.  
P.O. Box 1700  
Terminal A  
**Toronto M5W 1G9**  
416-482-1111  
Surrounding area call toll-free  
Zenith 96420

## PROFESSIONAL SERVICES MONITORING BR

HEALTH 13

7 Overlea Blvd.  
Toronto M4H 1A8  
416-965-2181

Adjudicates and monitors professionals' claims under the Ontario Health Insurance Plan (OHIP). The adjudication function includes the provision of specialized and consultative services on claims submitted by practitioners whose services are paid for by OHIP. The Branch communicates with professional organizations and licensing bodies including *physicians, dentists, optometrists, chiropractors, osteopaths, chiropodists, and physiotherapists*. The Branch assists in establishing *medical* policy for OHIP. The monitoring function includes the assessment of claims made by professionals to ensure that the services were medically necessary, were offered in accordance with accepted professional standards and practice and were, in fact, rendered. Where there is some question as to whether these criteria were met complaints, with details and OHIP number, can be directed to this Branch. For inquiries on payment of claims, contact OHIP district offices listed under the Operations Branch entry, HEALTH 12.

## FINANCE & ADMINISTRATION DIVISION

### FINANCE & ACCOUNTING BR

HEALTH 14

7 Overlea Blvd.  
Toronto M4H 1A8  
416-963-0937

Provides financial information to management; establishes the Ministry's *accounting* policies; manages its payment systems, and effects collection and refund of Ontario Health Insurance Plan (OHIP) premiums and other Ministry revenues. Payment systems encompass payments to hospitals and related facilities, payments to professionals and subscribers for care provided under the Health Insurance Act, payments for suppliers' goods and services, salaries and payments under special programs such as Homes for Special Care and Extended Health Care programs, and the Ontario Drug Benefit Program (965-9337). For general inquiries concerning the *Homes for Special Care* and *Extended Health Care* programs, call 965-1505. The general accounting function includes payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

### FISCAL RESOURCES BR

HEALTH 15

416-965-5415

Coordinates the preparation of the Ministry's operational plans, estimates, management-by-results and financial reports. The Branch coordinates budgetary control and provides financial and management consulting services to assist Ministry program manag-

ers. It administers Ministry funding and monitors the expenditures of *hospitals* and related facilities. These include public, private and psychiatric hospitals, *home care agencies*, *nursing homes*, *ambulance services*, local *health agencies*, crippled children's treatment centres, clinical education, etc.

HEALTH BOARDS SECRETARIAT  
416-965-7285

HEALTH 16

Provides administrative support to a number of *health care appeal* and review boards established by various acts under the Minister's jurisdiction. These acts include the *Mental Health Act* (which established automatic review of the status of patients continuously detained in *psychiatric* facilities and inquiries into the mental state of involuntary mental health patients); the *Health Disciplines Act* (for hearings on decisions by colleges of *physicians*, *dentists*, *optometrists*, *pharmacists*, and *nursing* on *consumer* complaints concerning *medical* services, or membership registration); the *Denture Therapists Act*; the *Health Insurance Act* (covering Ontario Health Insurance (*OHIP*) appeals); the *Ambulance Act* (appeals on the non-issuance of *licences*); the *Private Hospitals Act*; the *Public Health Act* (including *laboratory* licensing); the *Nursing Homes Act*; the *Public Hospitals Act* (with respect to the appointment of medical staff); and the *Funeral Services Act* (with respect to conditions of funeral services and the non-issuance of *licences* to members).

METRICATION OFFICE  
880 Bay St.  
Toronto M5S 1Z8  
416-965-3550

HEALTH 17

Coordinates all aspects of *metric conversion* within the Ministry of Health, provides liaison with other jurisdictions, and acts as the contact point within the Ministry. Through the provision of training, consultation, literature, *films* and other related information, this office is available to act as a resource on conversion for *health care* and professional associations, agencies and private sector organizations and institutions.

ONTARIO DRUG BENEFIT (ELIGIBILITY)  
7 Overlea Blvd.  
Toronto M4H 1A8  
416-965-9337

HEALTH 18

Selected prescribed *drugs* are provided free to *senior citizens* (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months and are Canadian citizens or landed immigrants; to recipients of *Family Benefits* (FBA), General Welfare (GWA) and *vocational* rehabilitation assistance, and *Homes for Special Care* and *Extended Health Care* benefits. The numbered *Ontario Senior Citizens' Privilege Card* entitles eligible patients to drug benefit. Although anyone over 65 who meets eligibility requirements may choose to apply, federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms are available at some pharmacies, all OHIP district offices, or write: Ministry of Health, Drug Benefit, Box 21000, Station A, Toronto M5W 1Y5. FBA (includes the *blind* and *disabled*), GWA and other recipients are issued monthly cards. Drugs must be listed in the *Ontario Drug Benefit Formulary* (for quality and cost control), prescribed by *physicians* or *dentists* and obtained in Ontario.



**SUPPLY & SERVICES BR**

HEALTH 19

15 Overlea Blvd., 4th Flr.  
 Toronto M4H 1A9  
 416-963-1070

The Branch provides the Ministry with administrative services which include purchasing (963-1081), supply, printing, registry, mail and transportation services, records, forms, assets, accommodation and telecommunications management. In addition, it is responsible for *Government Pharmacy and Medical Stores* (248-3084) a warehousing and distribution service for drugs, *pharmaceuticals* and *medical supplies*, *microrecording* services (965-8242) which includes health insurance microfilms, the *Ministry Library* (965-7881) and such special services as central insurance and claims reporting, vehicle licensing and staff parking (963-1065). Part of the Library is a *reading room* which provides public access to Ministry publications, statutes and most manuals and internal procedures used by the Ministry.

**INFORMATION SYSTEMS DIVISION****DATA DEVELOPMENT & EVALUATION BR**

HEALTH 20

15 Overlea Blvd.  
 Toronto M4H 1A9  
 416-965-8163

The Branch is responsible to all levels of the *health* care sector engaged in the planning and evaluation process for the identification, interpretation and provision, in an aggregate form, of health and socio-economic information and *research* in areas such as health care utilization, monitoring of health care payment systems, regional distribution of health care services, and health care *statistics* related to *hospitals* and other *medical* and health care institutions.

**MANAGEMENT SYSTEMS BR**

HEALTH 21

15 Overlea Blvd.  
 Toronto M4H 1A9  
 416-965-8019

The Branch advises the Ministry and related agencies on all aspects of automatic data processing services. Provides systems development and maintenance, consulting, data entry and data control services for the Ministry. Assists in acquiring related services of central agencies in government or procuring management consulting and systems development services and computer and data entry services and equipment elsewhere. Identifies opportunities for systems improvement, and coordinates the definition, development and implementation of an information system utilizing security and confidentiality safeguards. Develops policy to guide the effective use of computers and computer applications in *hospitals*.

**ASSISTANT DEPUTY MINISTER INSTITUTIONAL HEALTH SERVICES****EMERGENCY HEALTH SERVICES GROUP**

HEALTH 22

416-965-8034

The group is responsible for the planning and development of all aspects of emergency *health* services, including air *ambulance* service, *hospital* emergency services, and training and certification of ambulance attendants and other critical care personnel. The



group is also responsible for the management of the Ministry's Ambulance Services Branch, described in a separate entry.

## AMBULANCE SERVICES BR

HEALTH 23

7 Overlea Blvd.  
Toronto M4H 1A8  
416-965-8034

Ambulance Services Br is responsible for issuing *licences* to and inspecting *ambulance* services in Ontario. Determines funding to, and generally monitors, these services. Operates a training program for *volunteer* and part-time driver/attendants, and is responsible for central examination of graduates of the ambulance and-emergency care program in community *colleges*. Provides Ontario Health Insurance Plan (*OHIP*) approval and guidance for out-of-province and air ambulance transfers. Coordination of air ambulance transfers is handled for Northwestern Ontario through the Sioux Lookout Ambulance Dispatch and through Oak Ridges Central Ambulance Dispatch for the rest of the province. Operates the Ontario Ambulance Services Information System. Six Regional Managers listed below perform decentralized planning and coordinating functions. The Branch does not accept requests for emergency ambulance service. If emergency ambulance service is required, consult inside cover of local telephone book or dial '0' for operator and ask for Zenith 90000.

Six Ambulance Services Br Regional Offices are located throughout the province. Staff provide a direct link with Ambulance Services Br Head Office in Toronto; coordinate the review and approval of *funds* allocated to each *ambulance* service; provide advice related to *disasters* planning programs and ambulance service training programs; evaluate ambulance vehicle and equipment needs within the region; liaise with all levels of municipal, provincial, and federal governments to ensure appropriate ambulance services; meet with and provide advice to ambulance service operators to ensure that service is provided and that it is consistent with legislated requirements; receive public inquiries on the ambulance system and handle complaints from *consumers* pertaining to the quality of service provided. The regional offices are listed below.

*Patterson Bldg.*  
Chedoke Hospital  
P.O. Box 564, Station A  
**Hamilton L8N 3K7**  
416-389-2273

62 Bruyere St.  
**Ottawa K1N 5C5**  
613-566-3905

199 Larch St., 6th Flr.  
**Sudbury P3E 5P9**  
705-675-4336

*London Psychiatric Hospital*  
850 Highbury Ave., Box 2532  
**London N6A 4H1**  
519-453-6630

*Lakehead Psychiatric Hospital*  
580 Algoma St. N.  
P.O. Box 2930, Unit 'C'  
**Thunder Bay 'P' P7B 5G4**  
807-344-3571

12 King Rd., P.O. Box 1028  
**Oak Ridges L0G 1P0**  
416-773-4341/2

# MENTAL HEALTH POLICY & PLANNING TASK FORCE

HEALTH 24

416-965-5099

The task force, operating for an initial period of one year, will review the policy and organization relating to *mental health* services in Ontario.

## PSYCHIATRIC HOSPITALS BR

HEALTH 25

7 Overlea Blvd.  
Toronto M4H 1A8  
416-965-6234

Operates ten accredited *psychiatric hospitals* with total bed capacity of approximately 4600. The hospitals provide a full range of psychiatric services including Acute Care, Long Term Care, Alcohol Services, Psychogeriatric Services, a Maximum Security and Medium Security Unit, Child and Adolescent Services as well as Disturbed Retardate Programs.

Psychiatric hospitals cooperate with general hospitals, District Health Councils and other health agencies in unifying psychiatric services across the province. The Psychiatric Hospitals Branch administers the *Homes for Special Care* Program, issuing *licences* to and inspecting Homes for Special Care which provide *nursing home* and residential *home* care for former patients of Ontario *psychiatric* hospitals and centres for the *mentally retarded*. There are ten psychiatric hospitals in the province:

*Brockville Psychiatric  
Hospital*  
P.O. Box 1050  
**Brockville K6V 5W7**  
613-345-1461

*Mental Health Centre*  
P.O. Box 698  
**Penetanguishene L0K 1P0**  
705-549-7431

*Hamilton Psychiatric Hospital*  
P.O. Box 585  
**Hamilton L9C 3N6**  
416-388-2511

*St. Thomas Psychiatric Hospital*  
P.O. Box 2004  
**St. Thomas N5P 3V9**  
519-631-8510

*Kingston Psychiatric Hospital*  
P.O. Box 603  
**Kingston K7L 4X3**  
613-546-1101

*Lakehead Psychiatric Hospital*  
P.O. Box 3370  
**Thunder Bay P7B 5J8**  
807-344-3571

*London Psychiatric Hospital*  
850 Highbury Ave.  
P.O. Box 2532  
**London N6A 4H1**  
519-455-5110

*Queen St. Mental Health Centre*  
1001 Queen St. W.  
**Toronto M6J 1H4**  
416-535-8501

*North Bay Psychiatric Hospital*  
P.O. Box 3010  
**North Bay P1B 8L1**  
705-474-1200

*Whitby Psychiatric Hospital*  
P.O. Box 613  
**Whitby L1N 5S9**  
416-668-5881

## INSTITUTIONAL DIVISION

## INSTITUTIONAL OPERATIONS BR

HEALTH 26

15 Overlea Blvd.  
 Toronto M4H 1A9  
 416-965-8161

Develops and evaluates guidelines for the effective and efficient operation of *hospitals* and other *health* care institutions in order to distribute equitably a finite amount of operating funds available for such institutions. The Branch also provides consultative and advisory services when necessary.

The Nursing Home Inspection Service (7 Overlea Blvd., Toronto M4H 1A8, 963-1038) issues *licences* to, inspects and investigates *consumer* complaints about, *nursing homes*. Inspection involves quality and quantity of nursing and personal care provided, adequacy of fire and general safety equipment, and sanitation. Approves construction plans for new *nursing homes*. Most nursing home residents are eligible for *Extended Health Care* (EHC) benefits under the Ontario Health Insurance Plan (*OHIP*). For nursing homes inspection and complaints, contact head office or regional offices listed below. Licences are issued by head office only.

227 Queens Ave., 3rd Flr.  
 London M1Y 1A0  
 519-432-1866

7 Overlea Blvd.  
 Toronto M4H 1A8  
 416-963-1041

2427 Holly Lane, 2nd Flr.  
 Ottawa K1V 7P2  
 613-731-7876

## INSTITUTIONAL PLANNING BR

HEALTH 27

15 Overlea Blvd.  
 Toronto M4H 1A9  
 416-965-8015

Reviews and approves plans for construction and renovation of *hospitals*. Administers capital *grants* to approved projects and conducts *research* on development of efficient and economical facilities. For information on hospital statistics, contact Data Development and Evaluation Branch, tel. 965-8163.

The X-ray Inspection Section (7 Overlea Blvd., Toronto M4H 1A8, 965-4061) administers the regulation respecting X-ray safety by registering owners of equipment designed to produce *X-rays* used in the practice of medicine, approving plans for permanent locations and inspecting them. Provisions of this regulation apply only to the healing arts.

## LABORATORY SERVICES BR

HEALTH 28

Resources Rd., Hwy. 401 & Islington Ave.  
 Toronto M5W 1R5  
 416-248-3196

Laboratory Services Branch has *public health laboratories* throughout the province which perform tests to assist in diagnosis, prevention and treatment of *disease*. Serves doctors, hospitals, health units, and other ministries, and analyzes drinking *water* for the general

public. For drinking water specimen mailing kits call local public health laboratory, listed below.

The Laboratory Inspection Section (963-1032) issues *licences* to and inspects *medical laboratories* to ensure development and maintenance of high standards of medical laboratory services and to encourage the most economical use of available resources. Private and *hospital* laboratories are inspected, as necessary, and facts on all aspects of laboratory operations are gathered. The Branch also issues licences to specimen collection centres.

*Hamilton Psychiatric Hospital*  
Fennell Ave. W., Box 2100  
**Hamilton L8N 3R5**  
416-385-5379

Government Bldg.  
Barrie St., Box 240  
**Kingston K7L 4V8**  
613-546-2686

London Psychiatric Hospital  
Box 5704, Terminal 'A'  
**London N6A 4L6**  
519-455-9310

750 Memorial Ave.  
Box 600  
**Orillia L3V 6K5**  
705-325-7449

346 Moodie Dr.  
Box 6301, Station 'J'  
R.R. 2, Bell's Corners  
**Ottawa K2A 1S8**  
613-828-2442

Midwestern Regional Children's  
Centre  
Box 700, Highway #23  
**Palmerston N0G 2P0**  
519-343-2015 Ext. 221

1341 Dobbin Ave., Box 265  
**Peterborough K9J 6Y8**  
705-743-6811

160 McDougall St.  
Box 220  
**Sault Ste. Marie P6A 5L6**  
705-254-7132

336 South Syndicate Ave.  
Box 1100, Station 'F'  
**Thunder Bay P7C 4X9**  
807-622-6449  
67 Wilson Ave.  
**Timmins P4N 2S5**  
705-264-9571

Sudbury & District Health Unit  
1300 Paris Crsc.  
**Sudbury P3E 3A3**  
705-522-2640  
(Timmins Satellite)

*Central Laboratory*  
Box 9000, Terminal 'A'  
Resources Road  
Highway 401 & Islington Ave.  
**Toronto M5W 1R5**  
416-248-3163

3400 Huron Church Road  
Box 1616  
**Windsor N9A 6S2**  
519-969-4341



**ASSISTANT DEPUTY MINISTER COMMUNITY HEALTH SERVICES****DISTRICT HEALTH COUNCIL PROGRAM**

HEALTH 29

15 Overlea Blvd., 6th Flr.  
 Toronto M4H 1A9  
 416-963-0614

District Health Council Program coordinators develop and promote *District Health Councils* which serve as local *health* planning bodies, coordinating and consolidating health services and planning new programs for their areas. *Volunteers* representing a cross-section of the Ontario population are nominated to the councils at the local level and recommended for appointment by the Minister of Health. The six Area Planning Coordinators act as major Ministry contacts for health planning and coordination of Ministry plans and operations on an area basis.

**HEALTH PROGRAMS DIVISION****DRUGS & THERAPEUTICS ADVISORY SERVICE**

HEALTH 30

416-965-6685

The Service is responsible for quality assessment of Ontario's *Drug Benefit* and *PARCOST* (Prescriptions At A Reasonable Cost) programs. Recommends listing of drugs in the *Drug Benefit Formulary* & *PARCOST* Comparative Drug Index after assessment for safety, quality and therapeutic value. Drugs listed in this publication also serve as the list of benefits for Ontario Drug Benefit. Advises the Ministry of Health, Ontario government and institutions, professional groups, *pharmaceutical* industry and the general public on matters which relate to pharmaceuticals, pharmacology, therapeutics, and the practice of *pharmacy*. Sets standards of quality for pharmaceuticals in nursing homes, Homes for the Aged, hospitals and government institutions.

**PARCOST PROGRAM**

HEALTH 31

416-965-6685

*PARCOST* (Prescriptions At A Reasonable Cost) Program is administered by Drugs and Therapeutics Advisory Service, Health Programs Division. *Pharmacists* who voluntarily participate in *PARCOST* agree to dispense prescriptions at no more than the cost of the *drugs* listed in the *Drug Benefit Formulary* and *PARCOST* Comparative Drug Index plus a professional dispensing fee which is negotiated with the Ontario government. Drugs listed are assessed by the Drugs and Therapeutics Advisory Service for safety, quality and therapeutic value. This same publication also serves as the list of drugs which are provided as benefits under Ontario Drug Benefit.

**PROGRAM ADVISORY BR**

HEALTH 32

15 Overlea Blvd.  
 Toronto M4H 1A9  
 416-965-8045

Provides professional consultants to the Ministry, and health care facilities, agencies and programs. Consultants are *physicians* and specialists in these fields: *physiotherapy*, *occupational therapy*, *rehabilitation medicine*, *nursing*, *speech pathology*, *audiology* and *social work*. Branch programs include: detoxification centres associated with public hospitals which make medical care accessible for *alcohol* and *drug* abusers; underserved area program (965-1170) with *bursaries* for *physicians* to practise in rural and isolated areas;

placement coordination services for individuals requiring placement for non-acute care; alternate payments for *physicians'* services by contractual arrangement (service not billable to OHIP); long-term care consultants advising on the provision of *medical* and *nursing* care in *nursing homes*, private *hospitals*, chronic hospitals and active hospitals with chronic units, and emergency *health care*.

Family Health Consultants (965-5055) promote community *health* programs related to prenatal and postnatal care and education, infant and preschool health, health of *children* at school, *family life education* and family planning.

The Home Care Program (963-0921) provides *health* services at the local level to *OHIP* insured Ontario residents in their *home* upon recommendation of a doctor. Services include *nursing*, *physiotherapy*, *occupational therapy*, medical and *social work*, *drugs* and *medical supplies*, *meals-on-wheels*, and *homemaking*. Contact this office or local Board of Health.

#### PROGRAM DEVELOPMENT BR

HEALTH 33

15 Overlea Blvd.  
Toronto M4H 1A9  
416-965-8071

The Branch consists of a staff who can assist in the development of projects directed at increasing the effectiveness and efficiency of *health* care delivery. The staff reviews proposals developed by community health groups or agencies, assist community groups in assessing the need for programs, determine the need for new health care programs and evaluate existing programs. Current projects include developing a comprehensive strategy of health care for the elderly, increasing self-care and individual responsibility in health care and increasing knowledge and use of planning frameworks and methods, including need assessment and evaluation. The Branch manages the *Health Service Organizations* program which provides an alternate system of organizing and funding a variety of health services to meet the health needs of a population.

#### PUBLIC HEALTH BR CHEST DISEASE SERVICE

HEALTH 34

880 Bay St.  
Toronto M5S 1Z8  
416-965-6921

Provides diagnostic services for *tuberculosis* and respiratory *disease* and ambulatory treatment for tuberculosis through district chest clinics. Conducts chest examination of *miners*. Also processes applications of prospective *immigrants* with chest disease. Provincial chest clinics are listed below.

208 Dundas St. E., Ste. 201  
Box 425  
Belleville K8N 5A5  
613-962-5397

Brant Sanatorium  
25 Bell Lane  
Brantford N3T 1E1  
519-756-5617

The Shouldice Bldg.  
36 Queen St. E.  
Brampton L6V 2Y3  
416-457-5190

Box 68  
50 Hillside Dr. N.  
Elliot Lake P5A 2J6  
705-848-2239

3315 Bloor St. W.  
**Etobicoke M8X 1E7**  
 416-233-1364

McMaster University  
 Medical Centre  
 1200 Main St., Room 3UID  
**Hamilton L8N 3Z5**  
 416-525-8470

1055 Princess St., Ste. 101  
**Kingston K7L 5T3**  
 613-542-2839

38 Second St., Box 864  
**Kirkland Lake P2N 3K4**  
 705-567-4466

Ontario Government Bldg.  
 322 Kent St. W.  
**Lindsay K9V 5E5**  
 OR  
 P.O. Box 7000  
**Lindsay K9V 5E5**  
 705-324-6100

C.N. Building  
 205 York St.  
**London N6A 1B4**  
 519-432-6738

95 Dundas St. W.  
**Mississauga L5B 1H7**  
 416-270-9223

Medical Dental Centre  
 1221 Algonquin Ave., 5th Flr.  
**North Bay P1B 4Y3**  
 705-472-8090

260 Mississauga St. W.  
**Orillia L3V 3B8**  
 705-325-7489

Oshawa General Hospital  
 301 Golf St.  
**Oshawa L1G 4B2**  
 416-723-8521

403 Somerset St. W.  
 Maycourt Building  
**Ottawa K2P 0K1**  
 613-566-3763

139 George St. N.  
**Peterborough K9J 3G6**  
 705-745-1401

Civic Centre  
 99 Foster Dr., 6th Flr.  
**Sault Ste. Marie P6A 5X6**  
 705-949-9111

1300 Paris Crescent  
**Sudbury P3E 3A3**  
 705-522-0212

435 James St. S.  
 Box 5000  
**Thunder Bay 'F' P7C 5G6**  
 807-475-1661

54 Wilson Ave.  
**Timmins P4N 2S7**  
 705-264-1384

880 Bay St.  
**Toronto M5S 1Z8**  
 416-965-7181

2622 Danforth Ave.  
**Toronto M4C 1L7**  
 416-699-1071

Scarborough Civic Centre  
 160 Borough Drive  
**Scarborough (Metro Toronto) M1P 4N8**  
 416-296-7429

5318 Yonge St.  
**Willowdale (Metro Toronto) M2N 5P9**  
 416-225-9178

Waterloo Square  
 75 King St. S., 6th Flr.  
**Waterloo N2J 1P2**  
 519-886-4220

250 Windsor Ave., Ste. 242  
**Windsor N9A 6V9**  
 519-254-8619

**PUBLIC HEALTH BR COMMUNICABLE DISEASES**

**HEALTH 35**

15 Overlea Blvd.  
 Toronto M4H 1A9  
 416-965-4094

Controls communicable diseases by collecting and collating *statistics* and keeping local Public Health Officers aware of *disease* trends. Provides Medical Officers with *drugs* for immunization and for treatment of leprosy, and with *rabies* vaccine and *snake* antivenin. Provides supplementary field service when necessary to prevent and control disease.

**PUBLIC HEALTH BR NORTHERN ONTARIO**

**HEALTH 36**

15 Overlea Blvd.  
 Toronto M4H 1A9  
 416-965-1170

The Northern Ontario Public Health Services (NOPHS) provides direct *public health* services to the unorganized territories in Northern Ontario which are not served by local health units. Also provides public health inspection service to *industrial* camps in these areas. Provides *dental* health services by means of mobile dental coaches to school aged *children* in underserved areas of Northern Ontario. NOPHS offices are listed below.

Anglican Church  
 Box 57  
**Moosonee P0L 1Y0**  
 705-336-2294

435 James St. S.  
 Box 5000  
**Thunder Bay P7C 5G6**  
 807-475-1341

P.O. Box 331  
**Pickle Lake P0V 3A0**  
 807-928-2234

217 Algonquin Blvd. E.  
 Box 491  
**Timmins P4N 7E7**  
 705-264-4763

75 Elgin St., Box 121  
**Sault Ste. Marie P6A 5L2**  
 705-256-2224

Medical Building  
 606 Pine Crescent  
**White River P0M 3G0**  
 807-822-2353

174 Larch St.  
 Box 1231  
**Sudbury P3E 4S7**  
 705-674-3151 Ext. 262

**PUBLIC HEALTH BR PUBLIC HEALTH DENTAL**

**HEALTH 37**

15 Overlea Blvd.  
 Toronto M4H 1A9  
 416-965-5036

Dental Consultants provide consultation to health agencies in Ontario on preventive *dental* care and dental health (contact local Public Health agency). Provide *bursaries* to dental students in Ontario's two Faculties of Dentistry and *grants* or guaranteed income



to *dentists* locating in designated underserved areas. The Branch deals with all Ministry policy about dental care.

PUBLIC HEALTH BR PUBLIC HEALTH  
ENGINEERING

HEALTH 38

15 Overlea Blvd.  
Toronto M4H 1A9  
416-965-7678

Collects and evaluates data on the analysis of drinking *water* and on the quality of the supply in recreational areas. Provides engineering advice on control measures to prevent the outbreak of communicable *disease*, on treatment of non-municipal water supply, on public bathing beaches, and on the design and operation of recreational *camps* and other facilities, housing and institutions. Issues *licences* to summer camps. Administers regulation regarding public *swimming pools* under the Public Health Act, including approval of building plans.

PUBLIC HEALTH BR PUBLIC HEALTH  
INSPECTION

HEALTH 39

15 Overlea Blvd.  
Toronto M4H 1A9  
416-965-4164

Provides consultation to municipal health agencies, Ontario government ministries and some allied agencies on local *public health* inspection practices (e.g. cleanliness in restaurants, food stores, residences, factories). Contact the local Public Health Unit serving the municipality.

PUBLIC HEALTH BR PUBLIC HEALTH NURSING

HEALTH 40

15 Overlea Blvd.  
Toronto M4H 1A9  
416-965-4441

Public Health Nursing Consultants provide consultation to health agencies in all areas of *public health nursing* services and also provide advice about public health nursing services to Ontario government ministries.

PUBLIC HEALTH BR PUBLIC HEALTH  
NUTRITION

HEALTH 41

15 Overlea Blvd.  
Toronto M4H 1A9  
416-965-5884

Public Health Nutrition Consultants provide consultation to health agencies on *health* promotion, *disease* prevention programs which includes information on *nutrition*, *fitness*, cardiovascular health, *dental* health, prenatal care and care for *senior citizens*.

PUBLIC HEALTH BR VD

HEALTH 42

15 Overlea Blvd.  
Toronto M4H 1A9  
416-965-4058

Venereal disease clinics for the diagnosis and treatment of VD are located throughout

the province. The Branch provides advice to physicians re management of VD cases and *education* for the public on all aspects of *venereal disease*. Contact municipal Public Health Unit. In Metro Toronto call any time: 367-7400. *Grants* are available for VD clinics administered by hospitals or local Boards of Health.

#### PUBLIC HEALTH BR VETERINARY

HEALTH 43

15 Overlea Blvd.  
Toronto M4H 1A9  
416-965-4236

*Veterinary* Public Health Service consultants are responsible for food controls concerning the safety of *food* in production, processing and distribution; foodborne illnesses; interpretation of regulations; interpretation of laboratory results. Provide consultation to local *public health* authorities in quality control of *milk* products and issue certificates of approval needed to operate pasteurization plants. Provide information to consumers, the food trade and individuals wishing to conduct a food business. Consultants help to control *diseases* common to man and animals (zoonoses) such as *rabies*, salmonellosis, brucellosis, etc. Provide advice to Public Health Officers and physicians as to need and supply of anti-rabies vaccine, serum and *snake* antivenin. For a list of antivenin depots contact the Communications Branch at 965-5167.

#### AGENCIES

##### ADDICTION RESEARCH FOUNDATION

HEALTH 44

33 Russell St.  
Toronto M5S 2S1  
416-595-6100

The Addiction Research Foundation (ARF) conducts *research* and demonstration treatment, provides *educational* and consultative services, and publishes material in the field of *alcohol* and *drug* addiction. Information is available about various social services for people concerned with psychoactive drugs including alcohol. The *Library* of the Addiction Research Foundation has an extensive collection of research reports, books and *audio-visual* material and is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug addicts and abusers is available through the Clinical Institute (595-6021), a 63-bed research and teaching hospital affiliated with University of Toronto. Regional ARF offices assist communities in the development of preventive and treatment services.

##### BOARD OF FUNERAL SERVICES

HEALTH 4

25 Grosvenor St.  
Toronto M4Y 1A9  
416-921-5164

The Board of Funeral Services administers the Ontario *Funeral Services Act*. *License* funeral directors and funeral service establishments. Handles *consumers'* complaints and inquiries on funeral services in Ontario.

# ONTARIO CANCER TREATMENT & RESEARCH FOUNDATION

HEALTH 46

7 Overlea Blvd.  
Toronto M4H 1A8  
416-423-4240

The Ontario Cancer Treatment and Research Foundation supports programs of diagnosis, treatment and *research in cancer*. Conducts seven regional cancer treatment centres (associated with hospitals) and 24 consultative and follow-up clinics. It is affiliated with the Ontario Cancer Institute (incorporating the Princess Margaret Hospital), Toronto. Services and rehabilitation programs funded include speech therapy, prosthetic devices, colostomy patients' program, transportation of patients travelling over 25 miles, chemotherapeutic drugs for needy Ontario patients. Maintains and operates 6 lodges where out-of-town ambulatory patients receiving treatment can be accommodated. Statistical section promotes adequate reporting of cancer cases and compiles statistical data. Supports undergraduate and postgraduate study in oncology for medical, paramedical and scientific personnel. Supports career scientists and awards research associateships and *grants* in aid of laboratory and clinical cancer investigation.

# ONTARIO COUNCIL OF HEALTH

HEALTH 47

700 Bay St.  
Toronto M5G 1Z6  
416-965-5031

The Ontario Council of Health advises the Minister of Health on *health* care matters. Studies questions affecting health services, *research* and *manpower*. Also makes recommendations about studies relating to the work of the Council but carried out by others.

# ONTARIO MENTAL HEALTH FOUNDATION

HEALTH 48

65 Bloor St. E.  
Toronto M4W 3L4  
416-920-7721

The Ontario Mental Health Foundation provides *grants for mental health research*. The Ontario Mental Health Foundation supports specific projects, predoctoral and postdoctoral students, and postgraduate independent research.

## MINISTRY OF HOUSING

The Ministry is charged with: the responsibility for ensuring that provincial interests are reflected through a sound community planning framework; facilitating the provision and maintenance of adequate housing; ensuring efficient use of lands acquired for residential, commercial and industrial development.

### DEPUTY MINISTER'S OFFICE

#### AFFIRMATIVE ACTION PROGRAM

HOUSING 1

Hearst Block  
Toronto M7A 2K5  
416-965-0143

The Affirmative Action Program Manager plans, develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

#### AUDIT OPERATIONS BR

HOUSING 2

60 Bloor St. W.  
Toronto M4W 3K7  
416-965-9898

Audit Operations Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial, and operational controls.

#### COMMUNICATIONS BR

HOUSING 3

56 Wellesley St. W.  
Toronto M7A 2K4  
416-965-9780

Communications Br serves as the information service for the Ministry of Housing, including such components as *Ontario Housing Corporation* (OHC), *Ontario Mortgage Corporation* (OMC) and *Ontario Land Corporation*. The service for the Ontario Land Corporation can be reached at 965-9168. The Branch informs the public, client group and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The Branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

#### LEGAL BR

HOUSING 4

101 Bloor St. W., 4th Flr.  
Toronto M5S 1P8  
Rental Housing 416-965-4571  
Subdivisions 416-965-9849  
Planning 416-965-0460

Legal Branch provides legal services for all branches of the Ministry of Housing including the *Ontario Housing Corporation*, the *Ontario Mortgage Corporation* and the *Ontario Land Corporation*. Legal Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal



services in the areas of subdivision development, housing development, mortgages, administration of the Planning Act and provides all other legal services incidental to the operations of the Ministry and its agencies. The Legal Branch is seconded from the Ministry of the Attorney General. The Legal Branch section serving the Metro Toronto Housing Authority is located at: 1320 Yonge St., 2nd Flr., Toronto M4T 1X2.

#### MANAGEMENT PLANNING & EVALUATION BR

HOUSING 5

Hearst Block, 4th Flr.  
Toronto M7A 2K5  
416-965-0193

Management Planning & Evaluation Br, part of the *Policy & Program Development Secretariat*, ensures that the Ministry has a comprehensive planning and evaluation system so that its resources are efficiently utilized.

The Branch has two sections.

Program Analysis Section (965-9788) develops and reviews long-term funding requirements and associated program priorities. Coordinates the development of performance indicators (for use in the management-by-results program of the government). Maintains and analyses information to accurately reflect the present and future environment for the development of appropriate programs.

Surveys & Statistical Analysis Section (965-7025) furnishes background data for policy development. Administers the municipal housing program which provides *grants* and technical analysis to *municipalities* for local *housing* policy statements.

#### POLICY & PROGRAM DEVELOPMENT SECRETARIAT

HOUSING 6

Hearst Block  
Toronto M7A 2K5  
416-965-0163

The Policy & Program Development Secretariat provides the Ministry with policy development advice by evaluating and designing alternatives to present policies and programs and formulating new approaches so the Ministry pursues goals more effectively. Provides intergovernmental liaison to ensure that the Ministry is aware of and responds to changing *housing* policy and program issues at all levels of government (965-7867).

#### FINANCE AND ADMINISTRATION DIVISION

##### CORPORATE SECRETARY

HOUSING 7

101 Bloor St. W.  
Toronto M5S 1P8  
416-965-9798

The office of the Corporate Secretary provides corporate secretarial services to boards of directors of all crown agencies of the Ministry (*Ontario Housing Corporation*, *Ontario Land Corporation* and *Ontario Mortgage Corporation*). Receives resolutions from *municipalities* requesting participation in various *housing* and related programs of the Ministry. Accepts submissions resulting from public *tenders* called on behalf of the Ministry and its agencies.

## FINANCE BR

HOUSING 8

60 Bloor St. W.  
 Toronto M4W 3K7  
 416-965-9762

Finance Br supplies the Ministry with financial management services. The Branch is responsible for and co-ordinates all *housing-related* cost sharing relationships between the federal government and over 240 Ontario municipalities. In addition, the Branch provides technical support to approximately 80 housing management and direct management offices throughout the province.

## HUMAN RESOURCES

HOUSING 9

60 Bloor St. W.  
 Toronto M4W 3K7  
 416-965-9402

Human Resources Br performs the personnel functions for the Ministry of Housing. The Metropolitan Toronto Housing Authority performs its own personnel functions (965-9831). Human Resources Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. Human Resources Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. Human Resources Branch maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU). Human Resources Branch provides a complete staff relations service to the Ontario Housing Corporation and its local Housing Authorities in dealing with the Canadian Union of Public Employees (CUPE).

## MANAGEMENT SYSTEMS BR

HOUSING 10

60 Bloor St. W.  
 Toronto M4W 3K7  
 416-965-9905

Management Systems Br provides management consulting, systems development and data processing services to the Ministry and its agencies. This includes *records management*, *forms design and control*, *manuals management*. Management Systems Branch is responsible for the definition, development and documentation of the Ministry's computerized or manual information and administrative systems. It provides Ministry liaison with Government Services' Communications and Computer Services Division. For government systems development policy and supplier's list, see Management Board of Cabinet Secretariat, Management Technology Branch.

## SUPPLY AND SERVICES BR

HOUSING 11

60 Bloor St. W.  
 Toronto M4W 3K7  
 416-965-9713

Supplies the Ministry of Housing, *Ontario Housing Corporation*, *Ontario Land Corporation* and *Ontario Mortgage Corporation* with administrative services, including the purchasing of goods and services (965-9749), supply management, printing, duplicating, mail

and transportation services, assets management, and the maintenance of policy and procedures as they apply to the Branch. The Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation for the Ministry and its crown corporations and purchasing of commonly used supplies. The Branch is also responsible for office safety supervision. The Branch acquires office accommodation and related services for housing authorities. The Branch is responsible for the Ministry *Library* (965-9720). The Library operates the Ministry *reading room* which provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry.

## ASSISTANT DEPUTY MINISTER LAND DEVELOPMENT

### LAND OPERATIONS BR

HOUSING 12

60 Bloor St. W.  
Toronto M4W 3K7  
416-965-0250

Land Operations Br is responsible for the supervision of *engineering* and professional service contracts for all *Ontario Land Corporation* (OLC) development projects, except Seaton and Townsend. It manages directly OLC properties within the *North Pickering* site, (Land Management Site Office, P.O. Box 190, Highway 7, Green River, Pickering L1V 2R4, 416-683-7611) and provides direction to Ministry of Government Services in the management of all other OLC *lands*. It deals with *compensation* on *expropriation* of properties in North Pickering. Provides *property* transfer, registration and documentation and *tax* payments on all OLC property. Provides *environmental planning* and drafting services to the OLC. The Branch participates in the Ministry's *youth employment* program.

### MARKETING & LONG TERM PLANNING BR

HOUSING 13

60 Bloor St. W.  
Toronto M4W 3K7  
416-965-9164

Marketing & Long Term Planning Br develops corporate plans and policies for the development, marketing, management and disposition of all provincial *land* held by the *Ontario Land Corporation* for residential, commercial and industrial development. The Branch develops financial and economic strategies and plans and provides market analysis and marketing services for the lands. Major developments in the land development program include the new communities of Seaton and Townsend and projects in Malvern, Saltfleet, Hamilton Mountain, Kitchener, London and Windsor, etc. For information on the Seaton and Townsend Projects, see Housing Seaton Community & Eastern Region Br and Housing Townsend Community & Western Region Br. For information on land available for lease contact Min of Housing, Land Operations Br (965-0250) for Seaton, Ag & Food Foodland Development Br (965-9433) for agricultural land, and Government Services, Realty Services Br Property Administration (965-2040) for the other areas.

### SEATON COMMUNITY & EASTERN REGION BR

HOUSING 14

60 Bloor St. W.  
Toronto M4W 3K7  
416-965-9168

The Branch is responsible for the planning and development of Seaton, a new commu-



nity to be located on a provincially-owned site in the Town of Pickering, Region of Durham. Seaton is a 7,000 acre urban area within the 25,000 acre North Pickering planning area. Branch responsibility also includes all other provincial *land* development projects in eastern and northeastern Ontario.

The Seaton Community Administration and Information Office located at 1305 Sheridan Mall Parkway, 5th floor, Pickering L1V 3P2, (416-831-2526), provides a local source of information concerning the development of Seaton.

#### TOWNSEND COMMUNITY & WESTERN REGION BR

HOUSING 15

60 Bloor St. W., 10th Flr.  
Toronto M4W 3K7  
416-965-6504

The Branch is responsible for the planning and development of Townsend, a new community on a provincially owned site in the city of Nanticoke, Region of Haldimand-Norfolk as well as all other provincial *land* development projects in western and northwestern Ontario (416-965-0637).

Townsend Community Administration and Information Office (519-587-2418), Townsend, Ontario, N0A 1J0 provides a local source of information concerning the development and marketing of Townsend.

#### ASSISTANT DEPUTY MINISTER COMMUNITY PLANNING

##### COMMUNITY PLANNING ADVISORY BR

HOUSING 16

56 Wellesley St. W.  
Toronto M7A 2K4  
416-965-3352

The Branch provides *community planning* service and advice to municipalities, the development industry and the public. Administers a program of *grants* to smaller *municipalities* (population 15,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating *official plans* and *zoning* by-laws, assistance to regional, county or district governments in preparing *land* severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area, reviewing existing documents for *energy* efficiency, preparing planning studies on land use measures for energy efficiency. Municipalities must contact regional offices listed below to apply for grants. Municipalities are responsible for designating *mobile home* parks by passing zoning by-laws under the Planning Act.

The Branch provides the following range of services through its field offices.

Information/education: Staff organize (or participate in) workshops, seminars and conferences to discuss community planning, land use, provincial policies and procedures and other Ministry programs.

Ongoing planning advice: Staff consult with municipalities about their *land use planning* concerns and respond to inquiries from developers and the public.

Preliminary reviews of local planning documents and advice on tentative development proposals: Field offices can identify planning weaknesses and assess trends in local



*housing* and planning which should reduce delays and problems at the approval stage and facilitate a smoother process.

**Financial assistance:** Applications for funding under the *Community Planning Study Grants* are processed through field offices. Staff also provide assistance for the development of major amendments to official plans and zoning by-law documents as well as for special studies which address specific land use planning matters. Municipal eligibility for assistance is reviewed by staff and requests for funding should always precede the commencement of any planning study.

**Technical assistance:** Staff assist in drafting terms of reference for planning studies and selecting planning consultants. Staff will also assist in the preparation of municipal planning documents for small municipalities that have insufficient planning staff.

**Planning areas:** Staff advise municipalities on establishing or altering planning areas and on the administration of planning boards.

Contact one of the following five field offices.

495 Richmond St.  
**London N6A 5A9**  
519-673-1611  
(Southwestern Region)

435 James St. S.  
Box 5000  
**Thunder Bay P7C 5G6**  
807-475-1651  
(Northwestern Region)

244 Rideau St.  
**Ottawa K1N 5Y3**  
613-566-3801  
(Southeastern Region)

47 Sheppard Ave. E., Ste. 207  
**Willowdale M2N 5X5**  
416-224-7635  
(Central Region)

1191 Lansing Ave.  
**Sudbury P3A 4C4**  
705-560-0120  
(Northeastern Region)

#### COMMUNITY RENEWAL BR

HOUSING 17

56 Wellesley St. W.  
Toronto M7A 2K4  
416-965-9048

The Branch is responsible for administering the following provincial and federal-provincial programs designed to upgrade the existing housing stock in Ontario: Business Improvement Area, Community Services Contribution, Downtown Revitalization, Main Street Revitalization. These programs are described individually in the following Community Renewal Br entries. The Branch participates in the Ministry's *youth employment* program.

#### COMMUNITY RENEWAL BR BUSINESS IMPROVEMENT AREA PROGRAM

HOUSING 18

56 Wellesley St. W.  
Toronto M7A 2K4  
416-965-2826

Section 361 of the *Municipal Act* provides local business communities with the legislation

to help upgrade commercial districts. The Business Improvement Area Program (BIA) concept is a self-help mechanism to improve, beautify and maintain municipally owned *lands, buildings* and structures beyond the normal works of municipalities and to promote the area as a business and shopping district. Funds are provided by local business groups and managed by a board of management. Local groups request the municipality to designate a BIA. Once a BIA is designated, a board of management is formed to manage the current year's budget outlining the improvement and the promotion program. Upon approval of this budget by the municipal council, funds are paid out to the board by the municipal treasurer.

COMMUNITY RENEWAL BR  
COMMUNITY SERVICES CONTRIBUTION  
PROGRAM

HOUSING 19

56 Wellesley St. W.  
Toronto M7A 2K4  
416-965-2826

Under the Community Services Contribution Program (CSCP), the Ontario government, with the federal government, assists *municipalities* with the improvement of physical and *environmental* deficiencies. *Grants* are for the provision of, or improvements to, *sewer* and *water* works, sidewalks, street lighting, *parks* and other types of social and *recreation* facilities.

COMMUNITY RENEWAL BR  
DOWNTOWN REVITALIZATION PROGRAM

HOUSING 20

56 Wellesley St. W.  
Toronto M7A 2K4  
416-965-2826

The Downtown Revitalization Program is designed to help eligible *municipalities* with a maximum population of 125,000 receive public *investment* for seeding projects to restore confidence in the community's core area. Subject to availability, funds are provided by the province in the form of partially recoverable *loans* up to a maximum two-thirds of the approved cost of the project.

COMMUNITY RENEWAL BR  
MAIN STREET REVITALIZATION PROGRAM

HOUSING 21

56 Wellesley St. W.  
Toronto M7A 2K4  
416-965-2826

The Main Street Revitalization Program is designed to help small Ontario communities with populations of 35,000 or less to upgrade their downtown areas using the *Business Improvement Area* (BIA) concept as a starting point (see Housing, Business Improvement Areas). Since smaller municipalities often are not able to generate the financing needed to initiate BIA projects, the province provides low-interest *loans* of up to \$150,000 to help the community improve and beautify municipally owned *lands* and *buildings* in eligible areas.

## LOCAL PLANNING POLICY BR

HOUSING 22

56 Wellesley St. W.  
Toronto M7A 2K4  
416-965-5890

Develops policy, legislation and recommends *community planning* standards to apply at the local government level (*municipalities*), consistent with provincial objectives. Activities include review of planning statutes; formulation of advisory publications on *official plans*, *zoning* techniques and *land use planning* policies; and issuance of policy circulars on matters such as urban planning standards, design guidelines for housing *subdivisions* and the development of *mobile home* parks.

## PROJECT PLANNING BR

HOUSING 23

56 Wellesley St. W.  
Toronto M7A 2K4  
416-965-1637

Provides comprehensive planning services to the Ministry on *land* development, *community planning*, *energy* conservation and other planning projects, based upon physical, social, economic, environmental and engineering analysis. Planning information on these projects is available.

## PLANS ADMINISTRATION DIVISION

### COMMUNITY PLANNING REVIEW BRANCHES

HOUSING 24

56 Wellesley St. W.  
Toronto M7A 2K4  
416-965-6418

Two Community Planning Review Branches located in Toronto (Central & Southwest, North & East) process and recommend for approval *official plans* and official plan amendments; evaluate and recommend endorsement of interim *land severance* and *land use planning* policies; comment on *housing* policy; approve plans of *subdivisions* and *condominiums* (except when regional municipalities have approval power); administer Minister's *zoning* orders, part-lot control, *parkway belt* orders, validation of *title* of lands subdivided in contravention of the Planning Act, *road* closing applications. Comment to the Ontario Municipal Board on *municipal zoning* by-laws. Monitor land severance approvals delegated to planning boards, committees of adjustment, land division committees. Administer land severance applications, where not delegated, in Northern Ontario. Process *Niagara Escarpment Development Control appeals*. Review notices of motion under the *Partition Act*.

### OPERATIONS CONTROL BR

HOUSING 25

56 Wellesley St. W.  
Toronto M7A 2K4  
416-965-6418

Operations Control Br provides technical, administrative and statistical support for the Plans Administration Division. Co-ordinates Ministry review of *environmental assessments*. Prepares *zoning* orders for unorganized territories in Northern Ontario. Co-ordinates delegation of Minister's power to local jurisdictions (e.g., transfer of *subdivisions*, *condominiums* and *official plans* approvals to regions and counties and *land severance* approvals to planning boards in Northern Ontario). Prepares guidelines and



information publications on the planning process. Prepares regulations and rules of procedure under the *Planning Act* legislation. Takes part in special projects (e.g., review of *land use planning* reports).

#### PARKWAY BELT SECTION

HOUSING 26

56 Wellesley St. W.  
Toronto M7A 2K4  
416-965-6418

The Parkway Belt Section manages the activities involved in the Parkway Belt System. The Belt is a multi-purpose utility corridor, urban separator and linked open space system, designed to define and service urban areas to the west and east of Metropolitan Toronto.

### ASSISTANT DEPUTY MINISTER COMMUNITY DEVELOPMENT

#### HOUSING RENOVATION & ENERGY CONSERVATION UNIT

HOUSING 27

60 Bloor St. W., 8th Flr.  
Toronto M4W 3K7  
416-965-4073

The Housing Renovation and Energy Conservation Unit's activities include identifying and liaising with major client groups involved in *housing* rehabilitation and *energy* conservation; developing resources to aid client groups and industry in the rehabilitation process; assembling and providing up to date information on trends and activities in the housing rehabilitation field. The unit is also responsible for the *Ontario Home Renewal Program* and providing advice and assistance to *municipalities* on local property maintenance programs and the administration of property standards by-laws.

Section 36 of the *Planning Act* permits *municipalities* to enact *property* standards by-laws setting out minimum standards of maintenance and occupancy for property thereby ensuring that *buildings* are maintained in a habitable condition and not allowed to deteriorate. Advice and assistance is given to municipalities wishing to embark on a property maintenance program.

#### MARKET SURVEYS SECTION

HOUSING 28

101 Bloor St. W.  
Toronto M5S 1P8  
416-965-9834

The Market Surveys Section carries out *Municipal Housing Statements* (MHS) for municipalities under 10,000 in population and provides technical assistance to municipalities who are preparing an MHS through a consultant or municipal staff. An MHS is a study of the total housing market of a municipality and is a prerequisite for participation in provincial assisted housing programs. Included in the Municipal Housing Statement is an assisted housing survey which sets targets for the need and demand for rental housing at a market rental rate and on a rent-geared-to-income basis. This section also administers the Annual Housing Review (AHR) which allows municipalities to set assisted housing targets by program for the upcoming year.



## COMMUNITY HOUSING DIVISION

## COMMUNITY HOUSING DIVISION

HOUSING 29

101 Bloor St. W., 12th Flr.

Toronto M5S 1P8

416-965-9649

The Division administers community housing programs through four regional housing branches located at the above address in Toronto. Each branch is responsible for specific areas of the province (see list below).

The community housing programs are described individually under the following Community Housing Division entries: Municipal Non-Profit Housing Program, Private Non-Profit Housing Programs, Private Assisted Rental Program, Rent Supplement Program, Rural Housing Program, Senior Citizen & Family Housing Program.

*Central Region*

416-965-9644

(Dufferin, Metro Toronto,  
Peel Region, Simcoe (except Rama &  
Mara Townships), York)

*North Region*

416-965-9045

(Algoma, Kenora, Rainy River,  
Sudbury, Thunder Bay, Timiskaming,  
Nipissing (N. of Algonquin Park))

*East Region*

416-965-0759

(Durham, Frontenac, Lanark,  
Muskoka, Parry Sound, Victoria,  
Renfrew, Haliburton, Hastings,  
Leeds-Grenville, Lennox-Addington,  
Northumberland, Ottawa-Carleton,  
Peterborough, Prescott-Russell,  
Prince Edward, Stormont-Dundas-  
Glengarry, Simcoe (Rama & Mara  
Townships only),  
Nipissing (south of Algonquin Park))

*South/West Region*

416-965-9656

(Brant, Bruce, Elgin,  
Essex, Grey, Haldimand-Norfolk,  
Halton, Hamilton-Wentworth, Huron,  
Kent, Lambton, Middlesex, Oxford,  
Perth, Waterloo, Wellington)

## COMMUNITY HOUSING DIVISION

HOUSING 30

## MUNICIPAL NON-PROFIT HOUSING

101 Bloor St. W., 12th Flr.

Toronto M5S 1P8

This program assists non-profit *housing* corporations, owned by municipalities, whose main objective is to supply rental accommodation for senior citizens, families and *disabled* individuals. Ontario allocates a *grant* of up to 10 per cent of the capital costs of housing projects to *municipalities* for municipal non-profit projects under the federal *Community Services Contribution Program*. There are federal and provincial *rent* reduction *grants* to help offset operating losses. Municipal non-profit corporations are responsible for managing their own properties. Criteria for project approval include evidence of need for the project for both market rent and rent-geared-to-income components. Up to 25 per cent of the units in a municipal non-profit development for families may be allocated on a rent-geared-to-income basis. In *senior citizen* projects, up to 50 per cent of the units may be assigned to seniors in need of rental assistance. The remainder of the tenants in both cases would pay market rents. The program is administered by the four re-

gions of the Community Housing Division; for telephone numbers and areas of jurisdiction, see this Ministry's Community Housing Division entry, HOUSING 29.

COMMUNITY HOUSING DIVISION  
PRIVATE NON-PROFIT HOUSING PROGRAMS

HOUSING 31

101 Bloor St. W.  
Toronto M5S 1P8

The *Private Non-profit Housing Program* and the *Non-profit Cooperative Housing Assistance Program* are administered by the *Canada Mortgage and Housing Corporation*.

COMMUNITY HOUSING DIVISION  
PRIVATE ASSISTED RENTAL PROGRAM

HOUSING 32

101 Bloor St. W.  
Toronto M5S 1P8

This program is designed to encourage greater participation by the private sector in providing *rent*-geared-to-income accommodation. Builders arrange private *mortgage* financing insured under the *National Housing Act* at rates no greater than the prevailing Section 58 NHA rate and develop rental projects in municipalities selected by the Ministry. The builders construct, own and manage the properties and enter into agreements with *Ontario Housing Corporation*. Up to 100 per cent of the units in a project are made available to applicants on the local waiting list for assisted rental *housing* accommodation. Units under construction and completed projects are not eligible for the program. Under arrangements between the builder and the Ministry the difference between the agreed upon rent and the rent paid by tenants is supplemented by the federal and provincial governments on a 50/50 ratio. In addition, the builder is responsible for all project administration. The program is administered by the four regions of the Community Housing Division; for telephone numbers and areas of jurisdiction, see this Ministry's Community Housing Division entry, HOUSING 29.

COMMUNITY HOUSING DIVISION  
RENT SUPPLEMENT PROGRAM

HOUSING 33

101 Bloor St. W.  
Toronto M5S 1P8

This program is designed to provide assisted rental *housing* for lower-income residents, in co-operation with the private sector. Ministry policy is to integrate socially-assisted *tenants* into the general community, housing them in privately-owned accommodation. Under the *rent* supplement program, the operating subsidies are shared on a 50/50 basis by the federal and provincial governments. The Ministry of Housing, acting on behalf of *Ontario Housing Corporation* acquires the use of vacant units from private owners who wish to make them available for lower-income families and individuals. After an owner and OHC agree on a market rent, the owner participates in selecting the tenants from the local waiting list for assisted housing. The tenant signs a lease with the owner and pays rent, based on income, directly to the owner. OHC mails a monthly cheque to the owner to cover the difference between the rent paid by the tenant and the agreed upon market rent. Contracts generally are signed for up to a five-year period. Rents are negotiated annually to reflect market trends. Generally, no more than 25 percent of the units in a complex or building may be accepted for lease under the program. The program is administered by the four regions of the Community Housing Division; for telephone numbers

and areas of jurisdiction, see this Ministry's Community Housing Division entry, HOUSING 29.

COMMUNITY HOUSING DIVISION  
RURAL HOUSING PROGRAM

HOUSING 34

101 Bloor St. W.  
Toronto M5S 1P8

In co-operation with *Canada Mortgage & Housing Corporation* (CMHC) the Ministry assists families in *home* ownership in rural and remote areas. Where a need has been established, a limited number of *rent*-geared-to-income developments for *senior citizens* may be built in *municipalities* and *unorganized territories* with populations of less than 2,500. Program is administered through the four regions of the Community Housing Division; for telephone numbers and areas of jurisdiction, see this Ministry's Community Housing Division entry, HOUSING 29. Capital costs and operating subsidies are shared by the federal (75%) and provincial (25%) governments.

COMMUNITY HOUSING DIVISION  
SENIOR CITIZEN & FAMILY HOUSING  
PROGRAM

HOUSING 35

101 Bloor St. W.  
Toronto M5S 1P8

The Ministry is responsible for the project review, approval and inspection for various forms of assistance which are available to provincially and municipally-owned non-profit *housing* corporations whose main purpose is to supply adequate moderate rental housing for families, individuals and senior citizens. The Ministry also administers programs to allow *Ontario Housing Corporation* and *municipal* housing corporations to develop public housing to meet the needs of low-income families and *senior citizens*. Programs are administered through the four regions of the Community Housing Division; for telephone numbers and areas of jurisdiction, see this Ministry's Community Housing Division entry, HOUSING 29. To apply for rent-geared-to-income housing in Metro Toronto contact Housing Registry, 965-9915. Elsewhere contact local Ontario Housing Corporation office or Housing Authority listed under Ministry of Housing, Housing Operations Br, HOUSING 40.

TECHNICAL SERVICES DIVISION

TECHNICAL SERVICES DIVISION

HOUSING 36

101 Bloor St. W.  
Toronto M5S 1P8  
416-965-9728

The Technical Services Division coordinates architectural, engineering and appraisal (965-0260) services to the Ministry's Community Development Division. Its Research & Development Section (965-9108) carries out *research* on *building* materials in use, *energy* conservation measures and related subjects. The Chief Architect's, Chief Engineer's and the Appraisal Branches' functions are described individually in this index.



APPRAISAL BR  
101 Bloor St. W.  
Toronto M5S 1P8  
416-965-0260

HOUSING 37

The Appraisal Br appraises *land* and *buildings*, estimates costs of new *construction*, estimates *rents* and rental values in assisted rental *housing* in privately and publicly initiated developments for the Ministry of Housing and performs other related duties such as assessment and other appraisal work as assigned.

CHIEF ARCHITECT'S BR  
101 Bloor St. W.  
Toronto M5S 1P8  
416-965-9929

HOUSING 38

The Chief Architect's Br provides *architectural*, landscape and interior design consultation, *tender*, inspection and contract administrative services to the Ministry's Community Development Division, the Ontario Housing Corporation, the local *housing* authorities and other housing agencies relating to the Ministry's housing programs.

CHIEF ENGINEER'S BR  
101 Bloor St. W.  
Toronto M5S 1P8  
416-965-9616

HOUSING 39

The Chief Engineer's Br ensures that housing projects constructed under various Ministry programs comply with building code and contract requirements. This involves *engineering* reviews of drawings and field supervision.

## ONTARIO HOUSING CORPORATION

HOUSING OPERATIONS BR  
101 Bloor St. W., 5th Flr.  
Toronto M5S 1P8  
416-965-9733

HOUSING 40

Housing Operations Branch provides direction through six regional branch offices to 60 housing authorities and two direct management operations. The individual *housing authorities* and direct management offices administer the province's *rent-geared-to-income* rental *housing* on behalf of Ontario Housing Corporation. This accommodation is provided for parents aged 18 or more with at least one dependent child, usually under the age of 18; to *senior citizens* where at least one spouse is over the age of 60; and to physically *disabled* persons. One year's residency in the province of Ontario is required as a basis for being housed; applicants must also be Canadian citizens or landed immigrants.

Applicants for housing should contact the local housing authority manager. A point rating system is used to rank applications according to the degree of need. The rent is calculated on a scale that is geared to gross income.

The local housing authorities through the branch offices manage the housing stock on behalf of the Corporation by undertaking regular maintenance programs and upgrading of property, together with such programs as *energy* conservation improvements. This work is distributed to local contractors through maintenance service requisitions for small



items. (Where warranted, contractors are placed on rotational lists). The short form and public tender processes are utilized for larger items and services.

Below is a list of regional branch offices, local housing authorities and the direct management operations.

## REGIONAL BRANCH OFFICES

55 Hess St. S., Penthouse  
**Hamilton L8P 4R8**  
416-527-9216  
(Southern)

80 Dundas St. W.  
**London N6A 2P3**  
519-679-7110  
(Southwestern)

1150 Morrison Dr., 2nd Flr.  
**Ottawa K2H 8S9**  
613-820-8305  
(Eastern)

1191 Lansing Ave.  
**Sudbury P3A 4C4**  
705-560-6350  
(Northern)

435 James St. S.  
**Thunder Bay P7C 5G6**  
807-475-1465  
(Northwestern)

47 Sheppard Ave. E., Ste. 514  
**Toronto M2N 2Z8**  
416-224-7639  
(Central)

## HOUSING AUTHORITIES

*Arnprior*  
8 McGonigal St.  
**Arnprior K7S 1L3**  
613-623-6177

*South Simcoe & Barrie*  
5th Flr., Court House Wing  
30 Poyntz St.  
**Barrie L4M 3P2**  
705-728-3894

*Hastings, Prince Edward & Belleville*  
205 Dundas St. E.  
**Belleville K8N 5B3**  
613-968-3465

*Muskoka District*  
95 Manitoba St.  
P.O Box 539  
**Bracebridge P0B 1C0**  
705-645-9261

*Brant & Brantford*  
Federal Bldg., Rm. 305  
**Brantford N3T 5M2**  
519-759-6100

*Leeds & Brockville*  
58 King St. E.  
**Brockville K6V 1B3**  
613-342-2341

*South Waterloo*  
9 Cambridge St.  
**Cambridge N1R 3R5**  
519-623-2686

*Lanark County*  
388 Townline Mall  
**Carleton Place K7C 3M9**  
613-257-7230

*Kent & Chatham*  
30 Raleigh St.  
**Chatham N7M 5R9**  
519-354-9592

*Northumberland County*  
24 Covert St.  
**Cobourg K9A 2L6**  
416-372-0151

*Cornwall & Area*

113 Amelia St.

**Cornwall K6H 3P1**

613-933-2731

*East Kenora District*

4 Earl Ave.

**Dryden P8N 1X3**

807-223-3087

*Timiskaming District*

P.O. Box 907

**Englehart P0J 1H0**

705-544-2334

*Essex County*

360 Fairview Ave. W.

**Essex N8M 1Y3**

519-776-6464

*Rainy River District*

255 Scott St.

**Fort Frances P9A 3M6**

807-274-7704

*Huron County*

48 The Square

**Goderich N7A 1M5**

519-524-2637

*Wellington & Guelph*

214 Woolwich St.

**Guelph N1H 3V7**

519-824-7822

*Hamilton-Wentworth*

25 Main St., Ste. 701

**Hamilton L8N 3V6**

416-528-7901

*Prescott & Russell*

870 James St.

**Hawkesbury K6A 2W8**

613-632-8501

*South Cochrane District*

629 Cedar St.

**Iroquois Falls 'A' P0K 1G0**

705-232-6663

*North Cochrane District*

Model City Mall

**Kapuskasing P5N 2E9**

705-335-6179

*West Kenora District*

20 Main St. S.

**Kenora P9N 1S7**

807-468-5612

*Bruce County*

777 Queen St.

**Kincardine N0G 2G0**

519-396-3439

*Kingston*

394 King St. E.

**Kingston K7K 2Y3**

613-546-5591

*North Waterloo*

101 Hazelglen Dr.

**Kitchener N2G 4G1**

519-578-2860

*Victoria-Haliburton*

20 Sussex St. S.

**Lindsay K9V 5A8**

705-324-6401

*Manitoulin & Espanola Area*

13 Worthington Ave.

**Little Current P0P 1K0**

705-368-3400

*London*

137 Dundas St., 4th Flr.

**London N6A 1E9**

519-434-2765

*Middlesex County*

137 Dundas St., 4th Flr.

**London N6A 1E9**

519-434-5693

*North Simcoe & Orillia*

303 Midland Ave.

**Midland L4R 4N9**

705-526-4225

*Lennox & Addington*

41 Dundas St. W.

**Napanee K7R 3L9**

613-354-5695

*East Niagara*

4483 Queen St.

**Niagara Falls L2E 2L4**

416-354-1678

*Nipissing & Parry Sound Districts*

1275 Main St. W.

**North Bay P1B 2W7**

705-472-2441

*Halton*

139 Thomas St.

**Oakville L6J 3A9**

416-844-4261

*Dufferin County*

22 Mill St., Unit 5

**Orangeville L9W 2M3**

519-941-8221

*Oshawa*

50 Centre St., 5th Flr.

Rundle Tower

**Oshawa L1H 3Z7**

416-725-3552

*Ottawa-Carleton Regional**Housing Authority*

220 Laurier Ave. W.

**Ottawa K1P 5Z8**

613-236-0331

*Grey County & Owen Sound*

1131-2nd Ave. E., Ste. 101

**Owen Sound N4K 2J1**

519-376-5744

*Renfrew County & Pembroke*

209 Renfrew St.

**Pembroke K8A 5S2**

613-735-0782

*Peterborough*

105 George St. N.

**Peterborough K9J 3G3**

705-742-0439

*Lambton County*

4166 Petrolia St.

**Petrolia N0N 1R0**

519-882-1190

*Grenville & Prescott*

360 Dibble St. W.

**Prescott K0E 1T0**

613-925-5906

*Renfrew*

170 Renfrew Ave. W.

**Renfrew K7V 2Y6**

613-432-3679

*Sarnia*

211 S. Eastland Bldg.

242A Indian Rd. S.

**Sarnia N7T 3W4**

519-344-0728

*Algoma District*

464 Albert St. E.

**Sault Ste. Marie P6A 2S8**

705-254-7166

*Haldimand-Norfolk Regional*

1 Oak St.

**Simcoe N3Y 3J4**

519-426-7792

*Smiths Falls*

1 Abel St.

**Smiths Falls K7A 4W7**

613-283-2555

*North Niagara*

71 King St.

**St. Catharines L2R 7A7**

416-682-9201

*Stratford*

17 Brunswick St.

**Stratford N5A 3L7**

519-271-5393

*Perth County*  
413 Hibernia St.  
**Stratford N5A 5W2**  
519-273-3831

*Elgin & St. Thomas*  
348 Talbot St.  
**St. Thomas N5P 3T7**  
519-631-4580

*Sudbury District*  
Duncan Bldg.  
Ste. 302, 96 Larch St.  
**Sudbury P3E 1C1**  
705-674-8323

*Thunder Bay District*  
Intercity Plaza  
862 Fort William Rd.  
**Thunder Bay P7B 3A5**  
807-345-3391

*Timmins*  
2nd Flr., Ste. 2  
54 Wilson Ave.  
**Timmins P4N 2S6**  
705-264-5274

*Trenton*  
80 Division St., Ste. 16  
**Trenton K8V 5S5**  
613-394-3336

*Central Niagara*  
266 Division St.  
**Welland L3B 5R5**  
416-734-4548

*Windsor*  
1400 Ouellette Ave.  
**Windsor N8X 4T4**  
519-254-1681

*Durham Area*  
218 Dundas St. E.  
**Whitby L1N 2H8**  
416-668-7757

*Oxford County*  
510 Ingersoll Ave.  
**Woodstock N4S 4X9**  
519-539-4829

#### DIRECT MANAGEMENT OFFICES

*York Region*  
159 Yonge St. S., 2nd Flr.  
**Aurora L4G 1M1**  
416-727-1354

*Peel Region*  
1100 Dixie Plaza  
**Mississauga L5E 1V4**  
416-274-1569

#### METRO TORONTO HOUSING AUTHORITY

1320 Yonge St., Toronto M4T 2W4  
416-928-4836

Housing Registry: 928-4810; Tenant Inquiry Board: 789-7901

#### HOUSING 41

*Metro Toronto Housing Authority* administers Ontario Housing Corporation's rent-geared-to-income housing in Metropolitan Toronto through nine district offices listed below. Tenant applications are made to Housing Registry. Complaints should first be directed to on-site project managers. *Tenant Inquiry Board* operates a 24 hour maintenance service for after-hours maintenance problems. District offices are listed below.

232 Jamestown Cres.  
**Rexdale M9V 3M8**  
416-742-6401  
(Etobicoke)

3181 Eglinton Ave. E., Unit 111  
**Scarborough M1J 2G9**  
416-261-7102  
(Scarborough South)



55 Greenbrae Circuit  
**Scarborough M1H 1R1**  
 416-438-0211  
 (Scarborough North)

2743 Victoria Park Ave.  
**Scarborough M1T 1A8**  
 416-499-4510  
 (North York East &  
 Scarborough West)

33 Belshaw Place  
**Toronto M5A 3H6**  
 416-366-7851  
 (Toronto Central)

90 Parma Court  
**Toronto M4A 1A6**  
 416-751-1037  
 (East Central & East York)

275 Shuter St., Unit 108  
**Toronto M5A 1W4**  
 416-366-7768  
 (West Central)

30 Falstaff Ave.  
**Toronto M6L 2C9**  
 416-247-5395  
 (York & Etobicoke Central)

12 Flemington Rd.  
**Toronto M6A 2N4**  
 416-789-7581  
 (North York West)

## MAINTENANCE ENGINEERING

HOUSING 42

101 Bloor St. W.  
 Toronto M5S 1P8  
 416-965-9098

Maintenance Engineering Br advises the Ontario Housing Corporation (OHC) on maintenance matters and is responsible for the design, construction, modernization, and improvement of OHC rent-geared-to-income *buildings*.

## OPERATIONAL PLANNING BR

HOUSING 43

101 Bloor St. W.  
 Toronto M5S 1P8  
 416-965-9810

The Operational Planning Br performs policy development and program evaluation with respect to public *housing* management, including community relations and *tenant* placement. Also administers appointments to local *Housing Authorities* and coordinates preparation and revision of management and training *manuals* and handbooks. *Tenant Placement Section* (965-9810) coordinates policy on placement of families, *senior citizens* and persons with permanent *disabilities* who have applied for rent-geared-to-income housing. Housing is offered to applicants in greatest need when vacancies occur. Contact Housing Registry, 965-9915 to apply for rent-geared-to-income housing in Metro Toronto. Elsewhere contact local Ontario Housing Corporation office or Housing Authority; for listings see Min. of Housing, Housing Operations Br, HOUSING 40.

OPERATIONAL PLANNING BR COMMUNITY  
RELATIONS

HOUSING 44

101 Bloor St. W.  
Toronto M5S 1P8  
416-965-9724

The Community Relations Section acts as a resource to community relations workers in the field to assist with social problems as well as *recreation* for *tenant* families, senior citizens and persons with permanent disability in Ontario Housing Corporation (OHC) rent-geared-to-income housing. Also works to help residents integrate into the community. The section participates in the Ministry's *youth employment* program (965-9724).

AGENCIES

NIAGARA ESCARPMENT DEVELOPMENT  
CONTROL

HOUSING 45

3228 South Service Rd.  
Burlington L7N 3H8  
416-681-1555

The Niagara Escarpment Development Control Hearing Office in Burlington conducts hearings on *appeals* from decisions made by the *Niagara Escarpment Commission*.

ONTARIO LAND CORPORATION

HOUSING 46

60 Bloor St. W., 10th Flr.  
Toronto M4W 3K7  
416-965-2512

The Ontario Land Corporation (OLC) is the corporate vehicle for the Ministry's Land Development Wing, responsible for planning, financing, developing, managing and marketing all provincially-owned *land* acquired for residential, industrial and commercial development, including the new communities of Townsend in the City of Nanticoke, Region of Haldimand-Norfolk and Seaton, in the Town of Pickering within the Region of Durham.

ONTARIO MORTGAGE CORPORATION

HOUSING 47

60 Bloor St. W.  
Toronto M4W 3R8  
416-965-9135

The Ontario Mortgage Corporation (OMC) administers the repayment of *mortgages* and leases committed originally under various Ministry lending programs. *OMC's Real Estate Department* administers, leases and sells acquired *properties*.

## MINISTRY OF INDUSTRY AND TOURISM

Hearst Block, 900 Bay St.

Toronto M7A 2E1

(Location Exceptions Noted)

The Ministry of Industry and Tourism serves to encourage the effective development of Ontario's industry, manufacturing and small business sectors; to increase their sales domestically and abroad; to search out new market opportunities; to encourage new technology; to identify key economic problems or opportunities and to assist in the development and promotion of Ontario's tourism industry.

### DEPUTY MINISTER'S OFFICE

#### ADVERTISING AND PROMOTION SERVICES

MIT 1

##### GROUP

416-965-4004

The Advertising & Promotion Services Group has two sections: Advertising Services and Audio-Visual Services. Advertising Services (965-3255), a resource unit, consults with ministries and agencies of the Ontario government on *advertising* matters, agency selection procedures and remuneration policies. Coordinates the *Government Information/Communication Program* which provides information on citizen services through an advertising series in weekly newspapers. Also coordinates the 'Ontario 20' program which places similar government information advertising in *ethnic* publications, radio and television. *Agency-of-Record Unit* coordinates the purchasing of advertising (print space and broadcast time) for all ministries and agencies of the Ontario government.

Audio-Visual Services provide a *photographic* library (965-5411, slides and prints), photographic coverage and darkroom facilities (965-5411), plus A/V production, consultation, screening, equipment, and support services. Also operate the 10th floor theatre (965-2523), Hearst Block. *Industry and Tourism films* are available for booking through Modern Talking Pictures (498-7290).

#### OFFICE OF PROCUREMENT POLICY

MIT 2

416-965-1809

The Office of Procurement Policy will monitor compliance with the government's policy to purchase from Canadian suppliers if their prices are no more than 10 per cent higher than those offered by foreign suppliers. This policy has been extended to include not only government purchases but also those made by provincially funded agencies such as school boards, hospitals, and municipalities. The Office will work with the Board of Industrial Leadership and Development, the Employment Development Fund and the Ministry's small business funding programs to develop commitments by the private sector to obtain goods and services from Canadian sources and will develop new initiatives to make public sector *purchasing* more effective. The Office will also work with the Ministry's domestic marketing staff to establish liaison with the federal government and other provincial governments with respect to major energy projects to ensure that the benefits from those projects accrue to Canadian industry.

## ADMINISTRATION DIVISION

### FINANCE & SYSTEMS BR

MIT 3

Hearst Block  
Toronto M7A 2E2  
416-965-4303

The Estimates and Financial Reports Section (965-4303) coordinates multi-year plan and other related submissions. Develops internal financial information systems.

Accounts Section (965-5296) is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

*Systems Development* Section (965-1873) is responsible for the definition, development and documentation of the Ministry's computerized or manual information and administrative systems. It provides Ministry liaison with Government Services' Communications and Computer Services Division. For Government systems development policy and supplier's list, see Management Board of Cabinet Secretariat, Management Technology Branch.

### MANAGEMENT SERVICES BR

MIT 4

Hearst Block  
Toronto M7A 2E2  
416-965-4566

The Branch provides the Ministry with purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management and assets management. The Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The Branch is also responsible for office safety supervision.

### AUDIT SERVICES BR

MIT 5

Hearst Block  
Toronto M7A 2E2  
416-965-4510

The Branch is responsible for the Ministry's audit functions which include the review and appraisal of its accounting, financial, and operational controls.

### PERSONNEL BR

MIT 6

Hearst Block  
Toronto M7A 2E2  
416-965-4259

Personnel Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. The Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. The Branch maintains the Ministry personnel, payroll and employee benefit records. It also provides liaison between the



Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU). The Branch also plans, develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

## COMMUNICATIONS DIVISION

### COMMUNICATIONS DIVISION

MIT 7

Hearst Block  
Toronto M7A 2E3

The Communications Division has two branches. The *Media Relations Branch* (965-7075) provides information to the news and *travel* media, produces *Ontario Business News* and *Ontario Tourism News* and provides promotion services for visiting *industry* and *travel* writers from abroad (965-3252).

The *Creative Services Branch* (965-5466) operates an information centre/library for public inquiries on *trade*, *technology*, *tourism*, and *business* (965-3365), produces publications for the Ministry (965-5412) and develops communications programs for the Ministry (965-1989). The Library also operates the Ministry *reading room* which provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry.

## INDUSTRY DIVISION

### CUSTOMER SERVICE DEREGULATION & INDUSTRY SUPPORT

MIT 8

16-965-3405

The Customer Service Deregulation (965-3405) Office's objective is to become an advocate for Ontario *businesses* in their relations with other Ontario government ministries and other governments. In addition to promoting the existence of this office, its activities include opening up channels of communication between the businesses and other ministries/governments, providing input to this Ministry so its procedures may be simplified for the benefit of its clients, investigating individual company problems resulting from policies and regulations of governments.

The Industry Support Services Office (965-7972) is responsible for maintaining a centralized filing system for the Industry Division. This includes files such as company annual reports, product brochures, and any interaction between this Ministry and a company. The Office operates and controls a computerized industrial mailing list used within the Ministry as a working tool to assist Industry Division programs such as industrial development and trade marketing. It also publishes and distributes to Ontario *manufacturers* only a monthly bulletin 'The Market Place', for the purpose of bringing to the attention of the *industry* available joint ventures, licensing arrangements, inventions, etc.

### ENERGY PROJECTS GROUP

MIT 9

16-965-4356

The Energy Projects Group deals with all aspects of *energy* problems and opportunities relating to Ontario's *manufacturing* and *tourism* sectors. Policy development activities include evaluating and recommending programs and policies, analyzing current and future trends to assist *industry* in *energy conservation*. Program delivery activities include ad-

ministering the *Energy Bus Program* (equipped with a computerized service to assist small and medium sized *business* in *energy conservation*), administering the federal-provincial agreement for renewable energy demonstration projects and energy conserving products, working with *industry* on *fuel* substitution, ensuring the transfer of advanced *technology* in the energy field, actively pursuing an industry energy conservation program, and assessing and supporting industrial products related to energy.

#### INDUSTRIAL DEVELOPMENT BR BUSINESS OPPORTUNITIES SECTION

MIT 10

Hearst Block  
Toronto M7A 2E4  
416-965-5491

The Business Opportunities Section assists in the development of *industrial technology* by: evaluating new materials, products and processes through contact with the *manufacturing* industry, associations and *research* institutions; assists Canadian and foreign *business investors* in arranging joint ventures, licensing agreements, and *corporation* mergers and acquisitions. Information is also available from field offices listed under this Ministry's Industry Operations Br entry, MIT 13.

#### INDUSTRIAL DEVELOPMENT BR PLANT LOCATION SECTION

MIT 11

Hearst Block  
Toronto M7A 2E4  
416-965-7199

The Plant Location Section provides a confidential consulting service to *industries* considering the establishment of new or expanded manufacturing facilities. Consultative services and publications are also available to municipalities on matters related to industrial development, industrial parks and promotion. Information is also available from field offices listed under this Ministry's Industry Operations Branch entry, MIT 13.

#### INDUSTRIAL DEVELOPMENT BR INDUSTRIAL PROMOTION SECTION

MIT 12

Hearst Block  
Toronto M7A 2E4  
416-965-0157

The Industrial Promotion Section promotes Ontario as an attractive *business investment* opportunity through a comprehensive marketing program involving *advertising*, publications and publicity promotion programs. Also provides information assistance to encourage the *film industry* to produce *films* in Ontario. Information is also available from field offices listed under this Ministry's Industry Operations Br entry, MIT 13.

#### INDUSTRY OPERATIONS BR

MIT 1

Hearst Block  
Toronto M7A 2E4  
416-965-5834

Industry Operations Branch delivers the programs and services of the Ministry through its 17 offices in Ontario and its international offices (listed below). In Ontario, general *business* counselling is provided to entrepreneurs, *inventors* and those in the manufacturing *industry*. Foreign offices listed below assist business and the manufacturing industry.

a developing *trade* leads and sales outlets. The Branch investigates marketing problems; assists in capital projects abroad. Organizes *trade*, *technology* and business opportunity missions, international trade fairs. Counsels foreign companies seeking *manufacturing investment* opportunities in Ontario. This Branch also assists *architects*, *engineers* and heavy equipment manufacturers in obtaining international capital projects.

## FIELD OFFICES IN ONTARIO

43 Parkedale Ave.  
**Rockville K6V 6B2**  
 13-342-5522  
 (Eastern Ontario Area)

0 Hughson St. S.  
 Suite 601  
**Hamilton L8N 2A1**  
 16-527-3194  
 (Central West Ontario Area)

055 Princess St., Ste. 308  
**Kingston K7L 5T3**  
 3-546-1191  
 (Eastern Ontario Area)

5 King St. W., Ste. 507  
**Richmond Hill N2G 1B9**  
 9-744-6391  
 (Central West Ontario Area)

5 Dufferin Ave.  
 Suite 607  
**London N6A 1K7**  
 9-433-8105  
 (Southwestern Ontario Area)

Northgate Plaza  
 100 Fisher St.  
**North Bay P1B 2H3**  
 5-472-9660  
 (Northern Ontario Area)

Mississauga St. E., 2nd Flr.  
 Box 488  
**Millia L3V 6K2**  
 5-325-1363  
 (Central East Ontario Area)

56 Sparks St., Ste. 404  
**Ottawa K1P 5A9**  
 613-566-3703  
 (Eastern Ontario Area)

Nor-towne Plaza  
 1131 Second Ave. E., Ste. 104  
**Owen Sound N4K 2J1**  
 519-376-3875  
 (Southwestern Ontario Area)

139 George St. N.  
**Peterborough K9J 3G6**  
 705-742-3495  
 (Eastern Ontario Area)

15 Church St., 4th Flr.  
 Provincial Gas Bldg.  
**St. Catharines L2R 3B5**  
 416-684-2345  
 (Central West Ontario Area)

120 Huron St.  
**Sault Ste. Marie P6A 1P8**  
 705-253-1103  
 (Northern Ontario Area)

199 Larch St., 4th Flr.  
**Sudbury P3E 5P9**  
 705-675-4330  
 (Northern Ontario Area)

435 James St. S., 3rd Flr.  
 Box 5000  
**Thunder Bay P7C 5G6**  
 807-475-1325  
 (Northern Ontario Area)

273 Third Ave., Ste. 200  
**Timmins P4N 1E2**  
 705-264-5393  
 (Northern Ontario Area)

5 Fairview Mall Dr., Ste. 480  
**Willowdale M2J 2Z1**  
 416-491-7680  
 (Central East Ontario Area)

250 Windsor Ave.  
 2nd Flr., Rm. 227  
**Windsor N9A 6V9**  
 519-252-3475  
 (Southwestern Ontario Area)

# INTERNATIONAL OFFICES

Peachtree Centre, Harris Tower  
 233 Peachtree St. N.E., Ste. 501  
**Atlanta, Georgia 30303**  
 404-681-1524

208 South LaSalle St.  
 Suite 1816  
**Chicago, Illinois 60604**  
 312-782-8688

717 North Harwood St., Ste. 1250  
 12th Flr., Diamond Shamrock Tower  
**Dallas, Texas 75201**  
 214-748-0283

Bockenheimer Landstr 51/53  
**D6000 Frankfurt 1, Germany**  
 611-72-09-71

**ONTARIO HOUSE**  
 Charles II St.  
 London, England SW1Y 4QS  
 930-6404

Ontario House is part of this Ministry's Industry Operations Branch. The Agent General, Ontario House, is responsible for representational and other activities in Britain and Ireland on behalf of all Ontario government ministries. In addition to performing the functions as described under the Industry Operations Branch entry, this office promotes Ontario *tourism*, assists Ontario *manufacturers* seeking technical and professional *manpower* not available from Canadian sources and provides the public business group and the media with information on Ontario. This Office is involved in the development of *agricultural* opportunities in Europe and acts as a *cultural* representative of Ontario.

Admiralty Centre, Tower II  
 Harcourt Road, Ste. 1303  
**Hong Kong**  
 5-276421

Ontario House  
 Charles II St.  
**London, England SW1Y 4QS**  
 930-6404

700 S. Flower St.  
 Suite 1420  
**Los Angeles, California 90017**  
 213-622-4302

1251 Ave. of the Americas  
 Suite 1080  
**New York, New York 10020**  
 212-247-2744

19 Ave. Montaigne  
**75008 Paris, France**  
 720-61-37

World Trade Centre Bldg.  
 Rm. 1219  
 4-1 Hamamatsu-cho 2-chome  
**Minato-ku Tokyo 105, Japan**  
 3-436-4355

MIT



SMALL BUSINESS DEVELOPMENT BR  
SELECTIVE PLACEMENT SECTION

MIT 15

Hearst Block  
Toronto M7A 2E4  
416-965-5331

The Selective Placement Section provides professional and skilled *manpower* counselling to Ontario *business* and in cooperation with Canada Employment & Immigration, overseas recruitment assistance to Ontario *employers*. Also provides information about *apprenticeship* and industrial training to Ontario employers. Contact regional offices listed under this Ministry's Industry Operations Br entry, MIT 13.

SMALL BUSINESS DEVELOPMENT BR  
ADVISORY SERVICES SECTION

MIT 16

Hearst Block  
Toronto M7A 2E4  
416-965-5494

The Advisory Services Section provides consulting services to small *business* on marketing, financial management and planning, entrepreneurship, physical distribution management and business planning. Assists those starting a business with entrepreneurial consulting, the 'Starting a Small Business' book and 'Starting a Business' seminars. *Promotional Aids Marketing Program* (PAMP) provides *financial assistance* and marketing help in the design of packaging, instructional material, literature and sales brochures for new or innovative products that small Canadian-owned, Ontario companies are *manufacturing*. The *Small Business Management Development Program* provides management consulting to small business retail and service sectors through private sector consultants. Regional offices are listed under this Ministry's Industry Operations Br entry, MIT 13.

SMALL BUSINESS DEVELOPMENT BR  
ASSISTANCE PROGRAMS

MIT 17

Hearst Block  
Toronto M7A 2E4  
416-965-0410

The *Small Business Industry Technology Program* (SBITP) gives *grants* to small *manufacturing* companies to develop new or improved products or processes using new *technology*. The *Product Development Management Program* (PDMP) provides *grants* to small *manufacturing businesses* to strengthen product development. The *Technological Assessment and Planning Program* (TAP) provides *grants* for small *manufacturing businesses* to have *technological* assessment and planning for a new product. The *Program to Encourage Product and Process Innovation* (PEPPI) aids *inventors* or entrepreneurs in building a prototype of an invention to prove feasibility. Provides *counselling* in industrial *engineering* and information on patents and how to conduct a patent search. Contact regional offices listed under this Ministry's Industry Operations Br entry, MIT 13.

SMALL BUSINESS DEVELOPMENT BR  
CONSULTING

MIT 18

Hearst Block  
Toronto M7A 2E4  
416-965-9380

Provides *grants* to business schools at Ontario *universities* to permit the employment of their students in providing consultant services to small *business* during the summer vacation. Contact regional offices listed under this Ministry's Industry Operations Br entry, MIT 13.

## TRADE DEVELOPMENT BR

MIT 19

416-965-5715 (International)  
416-965-3560 (Domestic)

International Marketing Section (965-5715) is responsible for counselling, guiding and assisting Ontario based *businesses* on *export* matters with particular attention to those capable of exploiting fully the trade opportunities in world markets; and delivers the external marketing programs of the Ministry. This involves aiding Ontario companies and industry associations to attend and to sell their products/services at a large number of major *international trade* events, and to participate in a wide range of global trade missions, as well as arranging for the visits to Ontario of foreign trade delegations and individual businessmen. Also represents the export interest of Ontario *manufacturers* in Ottawa and at most major international trade events, and provides speakers on international trade matters to interested groups. Two booklets 'Export'80' a Trade Action Plan for Ontario and 'Exporting Made Easier' are available upon request (965-5701).

Domestic Marketing Section (965-3560) is responsible for the Ontario Government's import replacement activities such as *Manufacturing Opportunity Shows* both in the province and across Canada. Programs are developed on a sector by sector basis, e.g., health care products and products in the energy field. Also responsible for the Provincial buy Canadian programs and activities. Also assists *manufacturers* looking for agents and distributors both in the province and across the country. A Directory of Agents and Distributors in Ontario will be published in 1981.

Branch services are delivered from Queen's Park and the Ministry's international and domestic field offices listed under the Industry Operations Br entry, MIT 13.

## POLICY AND PRIORITIES DIVISION

## INDUSTRY AND TRADE ANALYSIS BR

MIT 20

Hearst Block  
Toronto M7A 2E6  
416-965-7119

Industry Policy Section (965-4348) analyzes major *industrial* policy issues, conducts analysis studies, and develops policy recommendations on major industrial policy matters.

Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of the Ontario *manufacturing* industry. Provides *statistics* and market data to industrial development and marketing officers and to the business community. Provides names of manufacturers of unusual or hard to

find products. Publishes '*Ontario Exports and Imports by Countries, Commodities and Industries*', '*Statistical Profiles of Ontario Manufacturing Industries*', and '*Ontario Subsidiaries of Foreign Manufacturing Companies*'.

The FIRA Section (965-5711) evaluates *foreign investment* acquisition and new business proposals and coordinates input from other Ministries. Develops and conveys the official position of the Ontario Government to the *Foreign Investment Review Agency*. Provides assistance to foreign investors with their applications and helps them through the process. Monitors Canadian foreign investment legislation and represents the Province in this area.

## INDUSTRY SECTOR POLICY BR

MIT 21

Hearst Block  
Toronto M7A 2E6  
416-965-5711

Develops policy proposals for governmental consideration relating to the problems, needs and opportunities of *industry* on a sector basis. Develops analyses on a sector basis for the information of government officials and the business community.

## PROGRAM PLANNING AND ANALYSIS BR

MIT 22

Hearst Block  
Toronto M7A 2E6  
416-965-4011

Assists offices of the Minister, Deputy Minister and Ministry Policy Committee. Provides: strategic planning for development of *industry, trade* and *tourism* in Ontario; program evaluation procedures and Ministry management process development. Coordinates special projects and *research* into issues that the Ministry may be involved with in the future.

## METRIC & STANDARDS SECRETARIAT

MIT 23

416-965-6513

The *Metric & Standards Secretariat* (965-6513) provides information and coordination services to Ontario government ministries and agencies in their *metric conversion* and *standards* activities. Provides central resource file on all aspects of metric conversion. Provides Ontario government position on metric conversion and standards in interprovincial and federal-provincial committees. Provides secretarial resources for interministerial metric conversion committees and task forces.

## TOURISM DIVISION

### TOURISM DEVELOPMENT BR

MIT 24

Hearst Block  
Toronto M7A 2E5  
416-965-4255

The Branch contributes to sound growth of *tourism* with programs designed to help existing and potential tourist facilities operators and investors through two functions: industry improvement and planning. The industry improvement function provides technical and *business* counselling to *investors* and entrepreneurs; provides information on *financial assistance* by the Ontario Development Corporations; prepares planning and manage-



ment *manuals* (e.g., operation of ski and other resorts, camps, marinas) (965-4255). Planning involves the preparation and publicity of *research* studies (965-7846) to identify potential *investment* and development opportunities of interest to the private sector.

## TOURISM MARKETING BR

MIT 25

Hearst Block  
Toronto M7A 2E5  
416-965-5764

The Branch promotes Ontario *tourism* and use of Ontario facilities for sales meetings and conventions. Tourism marketing, geared to the individual tourist and the travel trade, is conducted in domestic and international markets. Activities include mass *advertising* and promotion in the media; programs to expand sales of Ontario tours, packages and facilities by travel agents and operators; *travel* counselling; special promotions and on-going counsellor training; distribution of Ministry-produced travel *films*. The *Tourism Market Analysis Section* (965-5725) maintains a tourism data base and related information service for the industry and provides tourism *research* to support and direct Ministry activities. For conventions and sales meetings, call collect 965-4354; for travel trade information, agents and operators can call collect 965-9991.

## TOURISM MARKETING BR ONTARIO TRAVEL INFORMATION

MIT 26

416-965-4008  
416-965-3448 (French Inquiries)  
(Collect calls accepted)

Ontario Travel Information accepts collect calls (965-3448 for calls in French). Provides Ontario *travel* counselling to the public. Supplies information and publications on tourist attractions, *accommodations*, *campgrounds* and *parks* (including *hiking* trails, *canoe* outfitters), events, *festivals*, *exhibitions* and package *tours*, *hunting*, *fishing*, *boating*, *skiing* and other winter activities. Distributes road and tourist *maps*. Reports on up-to-date ski and winter *road* conditions, *campground* vacancies and areas where autumn scenery can be enjoyed. Operates eight travel information centres year-round, twelve seasonal travel centres open from mid-May to mid-September, and 18 centres in *service centres* along Highway 401 open in July and August. All border crossing centres provide currency exchange. The travel centres are listed below.

## OPEN ALL YEAR

Highway 400 Northbound  
Barrie  
Barrie  
705-726-0932

283 Church St.  
2 Blocks east of  
International Bridge  
Fort Frances  
807-274-3259

Brookdale Ave. at  
Seaway International Bridge  
Cornwall  
613-933-2420

5629 Falls Ave.  
Across from Rainbow Bridge  
Niagara Falls  
416-358-3221

Blue Water Bridge  
Sarnia  
519-344-7403



120 Huron St. at  
International Bridge  
**Sault Ste. Marie**  
705-253-8872

Toronto Eaton Centre  
220 Yonge St.  
**Toronto**  
416-965-4008

110 Park St. E.  
to right of Windsor/  
Detroit tunnel  
**Windsor**  
519-252-8368

#### OPEN MID-MAY TO MID-SEPT.

Goderich St. opposite Walnut  
near Peace Bridge Exit  
**Fort Erie**  
416-871-3505

Perley Interprovincial Bridge  
Exit  
**Hawkesbury**  
613-632-3856

Highway 417  
**Hawkesbury East**  
613-674-2000

Highway 137 at 1000 Islands  
Bridge Exit  
**Hill Island**  
613-659-2108

#### TOURISM OPERATIONS BR

Hearst Block  
Toronto M7A 2E5  
416-965-3475

Tourism Operations Branch has *tourism* industry consultants throughout Ontario. Field staff provide consulting services on all phases of the tourism industry to existing or potential owners/operators of tourism establishments. They also work with *municipal* officials on tourism matters and assist local tourism organizations to expand their programming. The Branch manages the *Ontario Travel Association Program* and assists with the implementation of various tourism programs. *Licences* are issued to certain tourist accommodation establishments that are not licenced by the Liquor Licence Board. The Branch co-ordinates the Ministry's *youth employment* program. There are 19 Ministry field offices in the Province, listed below.

Highway 17, west of Kenora  
**Kenora**  
807-468-6933

Highway 401 and  
Highway 2, east of Lancaster  
**Lancaster**  
613-347-3498

56 Sparks St.  
Ste. 404  
**Ottawa**  
613-566-3703

International Bridge Exit  
**Pigeon River**  
807-964-2201

Prescott-Ogdensburg Bridge Exit  
**Prescott**  
613-925-3343

International Bridge Exit  
**Rainy River**  
807-852-4449

Garden City Skyway on  
Queen Elizabeth Way  
**St. Catharines**  
416-634-2561

1235 Huron Line, east of  
Ambassador Bridge Exit  
**Windsor**  
519-252-7612

143 Parkedale Ave.  
**Brockville K6V 6B2**  
613-342-5522

283 Church St.  
**Fort Frances P9A 3N1**  
807-274-3259

114 Main St. E.  
**Huntsville P0A 1K0**  
705-789-4448

808 Robertson St.  
**Kenora P9N 3X9**  
807-468-6481

1055 Princess St., Ste. 308  
**Kingston K7L 5T3**  
613-546-1191

305 King St. W.  
**Kitchener N2G 1B9**  
519-744-6391

195 Dufferin St.  
**London N6A 1K7**  
519-433-8105

1500 Fisher St.  
Northgate Plaza  
**North Bay P1B 2H3**  
705-472-9660

73 Mississauga St. E.  
**Orillia L3V 6K2**  
705-325-1363

56 Sparks St., Ste. 404  
**Ottawa K1P 5A9**  
613-566-3703

1131 Second Ave. E., Ste. 104  
Nor-Towne Plaza  
**Owen Sound N4K 2J1**  
519-376-3875

139 George St. N.  
**Peterborough K9J 3G6**  
705-742-3459

15 Church St., Ste. 401  
**St. Catharines L2R 3B5**  
416-684-2345

120 Huron St.  
**Sault Ste. Marie P6A 1P8**  
705-253-1103

199 Larch St., 4th Flr.  
**Sudbury P3E 5P7**  
705-675-4330

435 James St. S.  
**Thunder Bay P7C 5G6**  
807-475-1325

273 Third Ave., Ste. 200  
**Timmins P4N 1E2**  
705-264-5393

5 Fairview Mall Dr., Ste. 480  
**Willowdale M2J 2Z1**  
416-491-7680

250 Windsor Ave.  
**Windsor N9A 6V9**  
519-252-3475

## AGENCIES

DEVELOPMENT CORPORATIONS  
1200 Bay St.  
Toronto M7A 2E7  
416-956-4622

MIT 28

The *Ontario Development Corporation* (ODC), *Eastern Ontario Development Corporation* (EODC), and *Northern Ontario Development Corporation* (NODC) assist in and encourage the development and diversification of Ontario industry by providing

*financial assistance* through bank guarantees, term *loans*, and incentive loans; sites, facilities, and services in two industrial parks; technical, *business*, and financial information and advice. *Tourism* operations, secondary *manufacturing* industries and selected service industries may avail themselves of this service. Financial assistance is available for establishing new operations, introducing new products and technology, financing *exports*, purchasing and installing *pollution* control and *energy* conservation equipment. Contact the Corporation's head office or the appropriate field office listed below.

## ONTARIO DEVELOPMENT CORPORATION

20 Hughson St. S.  
Ste. 601  
**Hamilton L8N 2A1**  
416-527-3010

305 King St. W.  
Ste. 507  
**Kitchener N2G 1B9**  
519-744-1991

195 Dufferin Ave.  
Ste. 607  
**London N6A 1K7**  
519-433-2871

73 Mississauga St. E.  
P.O. Box 746  
**Orillia L3V 6K7**  
705-325-5553

5 Fairview Mall Dr.  
Ste. 480  
**Toronto M2J 2Z1**  
416-491-7996

## ONTARIO PLACE CORPORATION

955 Lakeshore Blvd. W.  
Toronto M6K 3B9  
416-965-7711

*Ontario Place* Corporation operates a 96 acre cultural, entertainment and *recreation* complex on three man-made islands on Lake Ontario in Toronto including *exhibition* pavilions, the Forum, band shell, *theatres*, the giant screen cinesphere, live entertainment, restaurants, snack bars, boutiques, a *marina*, pedal boats, bumper boats, boat *tours*, the Canadian destroyer *HMCS Haida*, mini-golf, land rides, picnic areas, a theme pavilion Ontario North Now', and a children's village with a water play area and play apparatus including a 370-ft. four-flumed waterslide. Ontario Place arranges banquets, receptions all year, shows *films* for conventions and other groups of residents or tourists. Open daily mid-May to mid-September (10 a.m. to 1 a.m. Monday through Saturday; 10 a.m. to 10

## EASTERN ONTARIO DEVELOPMENT CORPORATION

1055 Princess St.  
Ste. 308  
**Kingston K7L 5T3**  
613-546-3101

56 Sparks St.  
Ste. 404  
**Ottawa K1P 5A9**  
613-566-3707

## NORTHERN ONTARIO DEVELOPMENT CORPORATION

435 James St.  
**Thunder Bay P7C 5G6**  
807-475-1671

273 Third Ave.  
**Timmins P4N 1E2**  
705-264-1323

199 Larch St.  
4th Flr.  
**Sudbury P3E 5P9**  
705-675-4333

MIT 29

p.m. Sunday). All major attractions are free with admission (no admission charge for senior citizens). Contact Ontario Place Corporation at the above address.

# ONTARIO RESEARCH FOUNDATION

MIT 30

Sheridan Park  
Mississauga L5K 1B3  
416-822-4111

The Ontario Research Foundation provides Canadian industry, consultants and government with a broad range of *research* and development and *technological* services through non-profit, contract *industrial* research. All work undertaken for clients is confidential and paid for by the client. The multi-disciplinary, independent *laboratory* facilities of Ontario Research Foundation are used by over 1,700 companies each year for projects ranging from short-term feasibility studies through *manufacturing* product and process development to long-range *scientific* and *engineering* investigation.

# ONTARIO INTERNATIONAL CORPORATION

MIT 31

Hearst Block, 900 Bay St.  
Toronto M7A 2E4  
416-965-3039

The Ontario International Corporation has a threefold mandate: first, to assemble all pertinent expertise from ministries and agencies and then market it to the international sector; second, to help coordinate consulting and technical packages with appropriate *businesses* from the private sector; and third, to act as a government-to-government contact in foreign markets for Ontario consortia interested in off-shore prospects or joint ventures. The OIC is not a funding agency but it provides contacts, screens projects for their practicability and does preliminary risk analysis. It assists in bringing influential officials from developing countries to Ontario to see the potential of Ontario firms and it assists in introducing Ontario entrepreneurs to foreign clients.

# MINAKI LODGE RESORT LIMITED

MIT 32

55 Bloor St. W., Ste. 817  
Toronto M4W 1A5  
416-965-5334

Minaki Lodge Resort Limited is wholly owned by the Northern Ontario Development Corporation. Cabinet has authorized the completion of this resort facility.



## MINISTRY OF INTERGOVERNMENTAL AFFAIRS

Mowat Block, Queen's Park

Toronto M7A 1B9

(Location Exceptions Noted)

The Ministry of Intergovernmental Affairs is the province's chief contact with Ontario local governments. It is responsible for relations with the federal government, other provinces and external governments and agencies. It plays an integral part, along with the Premier's Office, in the formulation and discussion of the Canadian constitution.

### DEPUTY MINISTER'S OFFICE

GOVERNMENT COORDINATOR FRENCH  
LANGUAGE SERVICES

MIA 1

416-965-3865

The Government Coordinator of French Language Services implements the government's policy on French language services (the provision of such services to the *Franco-Ontarian* public). The Branch provides related information and advice to other Ontario government ministries, the media and the public. Its public information program, *Renseignements-Ontario*, provides information in French on government services. Directed to the entire francophone population of Ontario, it can be reached by calling 1-800-268-7507 from any point in the province. (Area code 807 call collect 416-965-3865.)

LEGAL SERVICE

MIA 2

416-965-6926

Provides legal services for the Ministry of Intergovernmental Affairs, the *Niagara Escarpment Commission* and the *Ministry of Northern Affairs*, including the *Ontario Northland Transportation Commission*. It counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It is responsible to the Attorney General's Office.

OFFICE OF PROTOCOL

MIA 3

416-965-1215

The Office of Protocol answers inquiries from other branches, agencies and the public about *protocol* procedures and social etiquette. Coordinates VIP visits and arranges official Ontario *ceremonies*, conferences and special events (965-0411) such as the 'At Queen's Park' *art exhibitions* at the *Macdonald Gallery*. A government *hospitality fund* (965-5480) provides resources to host hospitality functions (e.g., luncheons, dinners, receptions) where the government officially welcomes visitors from outside Ontario who attend national or international events. Requests for assistance should be in writing to: The Minister of Intergovernmental Affairs, Queen's Park, Toronto, M7A 1B8.

PLANNING & COORDINATION GROUP

MIA 4

416-965-5514

Planning & Coordination Group provides internal policy and administrative support to the Ministry including long range policy planning, liaison with Cabinet committees and other ministries, preparation of annual estimates, monitoring of expenditures and human resources development policy. It coordinates the affirmative action program for this Min-

istry to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women. The Group also operates the Ministry *reading room* which provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry. The Group also houses an information office (965-4706) which provides general inquiry and information services for the Ministry.

## OFFICE OF INTERGOVERNMENTAL AFFAIRS

### EXTERNAL ACTIVITIES COORDINATION

MIA 5

#### SECRETARIAT

416-965-3356

External Activities Coordination Secretariat provides policy advice on Ontario's participation in Canada's *international* relations. Coordinates such activities as Ontario participation in international conferences and programs, assessment of *treaties* and agreements, provision of international *disasters* assistance and analysis of information from Canadian embassies and international organizations. Provides *federal-provincial* liaison between the Ontario government and the federal *Department of External Affairs*.

### FEDERAL-PROVINCIAL & INTERPROVINCIAL AFFAIRS

MIA 6

416-965-2927

Federal-Provincial & Interprovincial Affairs Secretariat provides policy advice on Ontario's participation in *federal-provincial* and *interprovincial* relations. Assesses current *constitutional* issues in *confederation* including such matters as the distribution of powers. Identifies the effect of policy and program initiatives on Ontario's relations within confederation. Makes recommendations to ministries on specific federal-provincial or interprovincial issues. Through the Ontario-Quebec Permanent Commission (OQPC) promotes educational, public administration and cultural exchanges with Quebec by governments, individuals; groups, schools and organizations.

### ONTARIO-QUEBEC PERMANENT COMMISSION

MIA 7

416-965-2927

Ontario-Quebec Permanent Commission (OQPC) promotes and stimulates *cultural* and *educational exchanges* between governments, individuals, groups, schools and organizations in Ontario and *Quebec* to foster understanding and cooperation between residents of the two provinces. The OQPC does not fund or operate programs directly but encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint support. Also coordinates exchanges between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

## ASSISTANT DEPUTY MINISTER MUNICIPAL AFFAIRS

### LOCAL GOVERNMENT ORGANIZATION BR

MIA 8

416-965-6934

Local Government Organization Br goals are to evaluate the responsibilities of Ontario's systems of local government (*municipalities*) and identify the range of functions and organizational structures which will strengthen the capacity of the local governments to inter-

pret the needs and aspirations of local communities, identify issues, and determine priorities and be accountable for them.

**MUNICIPAL FINANCE BR**  
416-965-1671

MIA 9

Municipal Finance Branch studies and recommends changes in *municipal* finance policy and transfer payments policy, including unconditional *grants*; carries out *research* on developments in financial performance of Ontario's local governments; publishes annual report on Ontario local government finance; studies and proposes amendments to legislation concerning municipal finance.

**PROVINCIAL MUNICIPAL AFFAIRS  
SECRETARIAT**  
416-965-6989

MIA 10

Provincial Municipal Affairs Secretariat assesses and provides advice on *provincial-municipal* relations and programs. Maintains relations with municipal groups such as *Municipal Liaison Committee* (MLC), *Assoc. of Municipalities of Ontario* (AMC), *Assoc. of Counties and Regions of Ontario* (ACRO), *Rural Ontario Municipal Association* (ROMA) and *Federation of Canadian Municipalities* (FCM). Organizes provincial-municipal and tri-level *intergovernmental* consultation and conferences on joint programs of the federal, provincial and municipal governments. Publishes the *Municipal Directory* annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and 'Background', a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc. Also acts as a central registry for all municipal resolutions.

**SUBSIDIES BR**  
56 Wellesley St. W.  
Toronto M7A 2R8  
416-965-4301

MIA 11

Subsidies Br administers provincial and *federal-provincial subsidy* programs under which *grants* and *loans* are made to *municipalities* and individuals.

Subsidies to municipalities include *financial assistance* for damage due to Great Lakes high water levels and for declared *disasters* (965-3917), payment of *tax* or *grants-in-lieu* of business tax and real property tax on provincially owned *properties* (965-2428), subsidies for hiring *students*, e.g., *Involvement in Municipal Administration* (IMA) (965-3500), *Ontario Municipal Training Program* (965-3500), and unconditional resource equalization, support and per capita *grants* for *tax* relief for property owners (965-1667).

Subsidies to individuals or private *employers* include aid for summer *employment*, e.g., *Ontario Youth Employment Program* (OYEP) (in Toronto 965-0570 or toll free 1-800-268-7592), property taxation relief for owners of productive *farm* land (965-7994) and managed *forests* (965-7994), and *loans* to owners of shoreline property, (965-3500), to repair or prevent damage from *erosion* or storms; recovery of payment of tax credits to elderly (*senior citizen*) *house* owners (965-3500).

Information on these subsidy programs can also be obtained from this Ministry's field services offices (see list under Field Services Br, MIA 12).



## MUNICIPAL OPERATIONS DIVISION

FIELD SERVICES BR  
416-965-1495

MIA 12

Field Services Br operates a network of Field Services Offices in Ontario to advise and assist municipalities, the public, other government ministries and agencies on all aspects of local government. Coordinates Ministry relationships with *municipalities*. Identifies and initiates action in cases of municipal difficulty. Advice is provided through review of municipal financial statements, dissemination of information on existing programs, and as specifically requested. Contact Field Service Offices listed below.

Mowat Block, 3rd Flr.  
**Queen's Park, Toronto**  
416-965-1495

150 Main St.  
**Cambridge N1R 1W1**  
519-622-1500  
(Oxford, Brant, Waterloo,  
Hald-Norfolk, Hamilton-Wentworth,  
Niagara, Halton, Peel)

30 Edinburgh Road North  
**Guelph N1H 7J1**  
519-836-2531  
(Bruce, Grey, Wellington)

1055 Princess St.  
**Kingston K7L 5T3**  
613-546-3103  
(Prince Edward, Hastings,  
Lennox & Addington, Frontenac,  
Leeds & Grenville)

495 Richmond St.  
**London N6A 5A9**  
519-438-7255  
(Huron, Perth, Middlesex  
Elgin, Kent, Lambton, Essex)

347 Sherbrooke St.  
**North Bay P1B 2C1**  
705-476-4300  
Parry Sound, Nipissing,  
Timiskaming)

15B Matchedash St. N.  
**Orillia L3V 4T4**  
705-325-6144  
(Simcoe, Haliburton, York,  
Muskoka & Dufferin)

74 Simcoe St. S.  
**Oshawa L1H 7V5**  
416-571-1515  
(Northumberland, Victoria,  
Peterborough, Durham)

244 Rideau St.  
**Ottawa K1N 5T3**  
613-566-3711  
(Renfrew, Lanark, Prescott  
& Russell, Stormont, Dundas  
& Glengarry, Ottawa-Carleton,

199 Larch St., 5th Flr.  
**Sudbury P3E 1C4**  
705-675-4343  
(Cochrane, Algoma, Manitoulin,  
Sudbury)

435 James St. W.  
P. O. Box 5000  
**Thunder Bay P7C 5G6**  
807-475-1621  
(Thunder Bay, Kenora,  
Rainy River)

MUNICIPAL ADMINISTRATION BR  
416-965-3514

MIA 13

Municipal Administration Br develops and promotes effective administrative and man-



agement practices by local governments (*municipalities*). Undertakes *research* to develop improved administrative, organizational, and *personnel* policies and practices in local government; prepares guidelines, standards, and reference material for local governments on administrative structures, processes and procedures. Provides advice and support to local governments and municipal associations on municipal organization, administration and the *French language services* program.

MUNICIPAL BUDGETS & ACCOUNTS BR  
416-965-2265

MIA 14

Municipal Budgets & Accounts Br goals are to improve management of municipal finance by local government (*municipalities*); to provide municipal financial management expertise to other government offices; to oversee the municipal *auditing* function. Activities include improving municipal financial reporting, developing internal performance measures for municipalities, issuing bulletins and other publications on financial practices, developing a comprehensive financial procedures reference *manual* for municipalities and auditors, providing other government offices with qualified resources and information. In addition, the Branch is responsible for ensuring that a large databank of financial information be developed and made available. The Branch also issues *licences* to municipal auditors and oversees municipal audits; monitors legislation, policies, procedures and programs relating to municipal financial administration and is involved with associated education programs.

MUNICIPAL BOUNDARIES SECRETARIAT  
416-965-1495

MIA 15

The Secretariat's purpose is to resolve boundaries disputes and other disputes between two or more *municipalities* (e.g., in cases of municipal annexations or amalgamations).

## MINISTRY OF LABOUR

400 University Ave.

Toronto M7A 1T7

(Location Exceptions Noted)

The Ministry of Labour aims to advance the well-being of employees and employers by promoting the productive use of labour. Its programs are concerned with rights and responsibilities of the individual worker, rights and obligations of management and labour unions, ensuring health and safety in the workplace and improvement of the status of women in the work force. The Ontario Human Rights Commission and Workmen's Compensation Board report to the Legislature through the Minister of Labour.

### DEPUTY MINISTER'S OFFICE

#### AFFIRMATIVE ACTION PROGRAM

LABOUR 1

416-965-1828

The Affirmative Action Program Manager plans, develops and coordinates the affirmative action program to improve the status of the Ministry's female employees with the ultimate aim of ensuring equal opportunity for women. The Women Crown Employees Office, described below, is responsible for the coordination of the affirmative action program for the government as a whole, while the Women's Bureau, also described below, deals with the status of non government female employees.

#### LEGAL BR

LABOUR 2

416-965-6625

Legal Br counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Branch is responsible to the Attorney General's Office.

#### ONTARIO QUALITY OF WORKING LIFE CENTRE

LABOUR 3

416-965-5958

*The Quality of Working Life* (QWL) embodies a concept with interlocking goals: greater self-fulfilment of *employees* and better performance of an organization for the benefit of the employees, the unions and the employers. The Centre assists in establishing joint labour-management QWL projects in specific organizations and communities; helps to provide training of individuals and organizations in QWL approaches; undertakes information and *research* activities, promotes a community interest in QWL concepts and will publish a newsletter on QWL developments.

#### WOMEN CROWN EMPLOYEES OFFICE

LABOUR 4

416-965-0564

The Women Crown Employees Office is responsible for the development and coordination of the Affirmative Action Program for *women* Crown *employees*. It monitors and evaluates the program and conducts *research* about *affirmative action* in the public sector. It also provides information about the government's own affirmative action program, the objective of which is to raise the level and diversify the occupational distribution of women. The program's long-term goal is to ensure equal opportunity for women in the

*Ontario public service.* The program operates under a Management Board of Cabinet directive which calls for a special initiative to accelerate improvement in the status of women Crown employees. The Office also provides advice to ministries and agencies through their affirmative action program managers.

## WOMEN'S BUREAU

LABOUR 5

416-965-1537

Resource Centre 416-965-9500

The Women's Bureau is an information service and resource centre for people interested in the employment status of *women* in Ontario. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises government on women's issues; provides *labour legislation* information through speakers and publications. Conducts *research* on the status of women in Ontario's labour force; provides consultative service on employment *counselling*. Although individual counselling is not available, the Bureau can refer people to appropriate sources. Provides outreach program to serve low-income, *immigrant* and *Native* women. Operates a Resource Centre open to the public for research purposes and a *film* lending *library* for the use of educational institutions, employers and community groups.

## PROGRAM ANALYSIS AND IMPLEMENTATION

### EMPLOYMENT STANDARDS BR

LABOUR 6

400 University Ave.

Toronto M7A 1V2

416-965-5251

In administering the *Employment Standards Act*; the Branch develops and enforces minimum standards of *employment* such as minimum *wage*, overtime *pay*, vacation *pay*, public *holidays*, pregnancy leave, equal pay for equal work, notice of termination of employment, equal benefits, hours of work, and the collection of unpaid wages.

The Branch issues *permits* and/or approvals authorizing: hours of work in excess of the statutory limitations, the averaging of hours for the purpose of overtime wages, work to be done by employees in a private residence, compressed work week schedules, and paying *handicapped employees* less than the minimum wage.

The Act also covers agricultural or farm workers who harvest fruit, vegetable or tobacco crops. The *Agricultural Advisory Committee* appointed by the Minister of Labour assists the government in determining the appropriate level of standards to apply to this sector of the agricultural industry.

The Branch administers the *Employment Adjustment Service* which provides consulting services to employers and employees on termination of *employment* legislation and on adjustment programs available in situations of mass terminations of employment.

The *Industrial Standards Act* provides a means whereby employees and employers may jointly request a schedule of working conditions for their particular industry. When the schedule has been prepared and accepted by both groups and has been approved by the Ministry, the schedule becomes the standard for that industry or trade in a designated zone. Any properly defined industry may take advantage of the legislation; it is now being utilized by the garment and fur industries and some of the construction trades.

The *Fair Wage Schedule* on government contracts ensures that employees working on government projects in the construction, building cleaning and security industries receive fair labour rates, and protects contractors from unfair competition based on labour costs when bidding on government contracts. Before tenders are invited for specific projects, a government ministry must obtain from the Employment Standards Branch the minimum wage rates for each job classification and the maximum hours of work. The schedules are administered by the Administrator of Fair Wages.

The *Employment Agencies Act* provides for the *licensing* and regulation of employment agencies in Ontario and is administered by the Supervisor of Employment Agencies (965-0631).

For information on any of the programs of the the Branch contact one of the following offices in the province:

1 West Ave. S.  
**Hamilton L8N 2R9**

416-527-2951

(Toll free: 1-800-263-6906)

808 Robertson St.

**Kenora P9N 1X9**

807-468-3128

(Toll free: 1-800-465-7794)

1055 Princess Street

**Kingston K7L 1H3**

613-542-2853

(Toll free: 1-800-267-0915)

824 King St. W.

**Kitchener N2G 1G1**

519-744-8101

(Toll free: 1-800-265-8723)

205 Oxford St. E., 2nd Flr.

**London N6A 5G6**

519-439-3231

(Toll free: 1-800-265-4707)

2197 Riverside Dr.

**Ottawa K1H 7X3**

613-523-7530

(Toll free: 1-800-267-1916)

390 Bay St.

**Sault St. Marie P6A 1X2**

705-949-3331

205 King St.

**St. Catharines L2R 3J5**

416-682-7261

199 Larch St.

**Sudbury P3C 5P9**

705-675-4455

(Toll free: 1-800-461-4000)

435 James St. S.

**Thunder Bay P7E 6E3**

807-475-1691

400 University Ave., 3rd Flr.

**Toronto M7A 1V2**

416-965-5251

(Toll free: 1-800-268-9001)

47 Sheppard Ave. E., Ste. 216

**Willowdale M2N 5X5**

416-224-2286

500 Ouellette Ave.

**Windsor N9A 1B3**

519-256-8278

(Toll free: 1-800-265-1333)

## HANDICAPPED EMPLOYMENT PROGRAM

416-965-2321

## LABOUR 7

The Program works to improve private sector *employment* opportunities for the physically *handicapped* through *affirmative action* with employers and encouragement of self-employment. Provides a link between employers, trade unions, handicapped persons,



special interest groups, voluntary programs, social agencies, related government programs, educators and allied health professionals. Provides a clearing house for information relating to employment of the physically handicapped, engages in public education to overcome barriers to equal opportunity and advises handicapped persons seeking employment or promotion. Advises government on policy and *legislation* affecting employment of the handicapped.

RESEARCH BR  
416-965-6101

LABOUR 8

The Branch provides information on *labour relations*, *labour statistics*, *minimum wage*, *fair wage*, *employment* standards, lay-offs and *collective bargaining* agreements. Provides the Ministry with internal policy analysis. Collects, analyzes and maintains a *library* on Ontario collective bargaining agreements (965-6886). Maintains a *library* containing other labour related material (965-1641). The library operates the Ministry *reading room* which provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry.

## ADMINISTRATION DIVISION

ADMINISTRATIVE OPERATIONS BR  
434 University Ave.  
Toronto M5G 1R6  
416-965-6115

LABOUR 9

Provides the Ministry with purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration). The Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. Administrative Operations is also responsible for office safety supervision.

The Branch also operates an information centre on the main floor of the Ministry's offices at 400 University Avenue, Toronto (965-9500) that provides general information service on, and referrals to, Ministry programs.

AUDIT SERVICES  
416-965-4137

LABOUR 10

Audit Services is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial, and operational controls.

FINANCE BR  
416-965-4148

LABOUR 11

Finance Br is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

INFORMATION SERVICES BR  
416-965-7941

LABOUR 12

The Information Services Branch informs the public, client groups and the media about

the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The Branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison and producing and distributing publications, news releases and audio-visual materials.

#### PERSONNEL BR

LABOUR 13

416-965-6121

Personnel Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. Personnel Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. The Branch maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

The Branch is also involved with the Ministry's summer *youth employment* program, *Students in Training Industrial Relations* (STIR). The Ministry hires senior university and community college *students* and places them with sponsoring organizations, i.e., companies, unions, law and consulting firms, to give them practical exposure in the *industrial* relations field.

#### SYSTEMS AND ADP BR

LABOUR 14

416-965-4165

The Systems and ADP Branch provides a complete range of systems development support to all areas in the Ministry. This includes manual systems, word processing and computer applications wherever appropriate. Project management includes feasibility studies, cost/benefit analysis, systems design, implementation, data entry, quality control, maintenance and ongoing scheduling and processing of all operational systems which support program managers.

### OCCUPATIONAL HEALTH AND SAFETY DIVISION

#### CONSTRUCTION HEALTH AND SAFETY BR

LABOUR 15

416-965-7161

The Branch is responsible for establishing and maintaining *safety* standards and procedures, designed to minimize the economic and social losses to workers arising from accidents on *construction* sites across the Province.

The Branch administers and enforces the provisions of The *Occupational Health and Safety Act*, 1978 and Ontario Regulation 659/79 made thereunder. The Act encompasses regulations for the *health* and safety of *employees* in the construction industry, including work on *buildings*, streets, sewers, water mains, underground work and work done using compressed air. The Branch periodically inspects construction sites and investigates complaints, refusals to perform unsafe work, *accidents* and fatalities. A serious contravention of the Act is usually prosecuted.

The professional engineering staff provide expertise to construction safety managers and officers within the Branch, to labour-management groups, to manufacturers of equip-

ment used in the construction industry, to professionals such as architects and engineers, and to others.

The Branch offers assistance to the Ministry of the Solicitor General by releasing copies of reports of investigations into construction *deaths* to the Chief Coroner and local coroners. Branch staff are also called upon to give evidence at coroners' inquests into these fatalities or in some cases to provide expert technical information.

The province is divided into three administrative regions with field offices. Addresses follow:

#### **CENTRAL REGION**

This region operates out of Head Office located at:

400 University Ave., 8th Flr.  
**Toronto M7A 1T7**  
416-965-7161

435 James St. S.  
Postal Station 'F'  
**Thunder Bay P7E 6E3**  
807-475-1691

#### **WESTERN REGION**

#### **NORTHEASTERN REGION**

*Regional Office*  
2197 Riverside Dr.  
3rd Flr, Pebb Bldg.  
**Ottawa K1H 7X3**  
613-523-7530

*Regional Office*  
1 West Ave. S.  
**Hamilton L8N 2R9**  
416-527-2951

1055 Princess St.  
**Kingston K7L 5T3**  
613-542-2853

824 King St. W.  
**Kitchener N2G 1G1**  
519-744-8101

199 Larch St., 6th Flr.  
**Sudbury P3E 5P9**  
705-675-4455

205 Oxford St. E., 2nd Flr.  
**London N6A 5G6**  
519-439-3231

205 King St.  
**St. Catharines L2R 3J4**  
416-682-7261

500 Ouellette Ave., Room 605  
**Windsor N9A 1B3**  
519-256-8278

#### **INDUSTRIAL HEALTH & SAFETY BRANCH**

**LABOUR 16**

416-965-4125

The Branch established under the *Occupational Health and Safety Act* administers programs designed to reduce the incidence of illness and injury of workers in *industry*. (For the construction and mining industries, see Construction Health and Safety Branch and Mining Health and Safety Branch, Ministry of Labour.)

The Branch encourages employers and employees to assume primary responsibility for occupational *health* and *safety* programs; assists them in establishing internal responsibility systems; and consults with them so that potential problems are recognized, evaluated and controlled and on going safety programs are established. Industrial Health and Safety Officers, operating out of 12 district offices throughout the Province, periodically



inspect industrial establishments and logging sites and investigate refusals to work under unsafe conditions, *deaths* and serious *accidents*. Regional engineers in the District offices review plans for new *buildings* and alterations to existing ones to check for occupational health and safety hazards prior to construction. The head office at 400 University Ave., 9th Floor, is responsible for overall program implementation. Industrial Health and Safety Officers and Engineers operate out of the following district offices:

1 West Ave. S.  
**Hamilton L8N 2R9**  
416-527-2951

1055 Princess St.  
**Kingston K7L 1H3**  
613-542-2853

824 King St. W.  
**Kitchener N2G 1G1**  
519-744-8101

205 Oxford St. E., 2nd Flr.  
**London N6A 5G6**  
519-439-3231

2197 Riverside Dr.  
**Ottawa K1H 7X3**  
613-523-7530

390 Bay St.  
**Sault Ste. Marie P6A 5V9**  
705-949-3331

205 King St.  
**St. Catharines L2R 3J5**  
416-682-7261

199 Larch St., 6th Flr.  
**Sudbury P3E 5P9**  
705-675-4455

435 James St. S.  
**Thunder Bay 'F' P7E 6E3**  
807-465-1691

273 Third Ave., 4th Flr.  
**Timmins P4N 1E2**  
705-267-6231

47 Sheppard Ave. E.  
**Toronto M2N 5X5**  
416-224-1606

500 Ouellette Ave., Room 605  
**Windsor N9A 1B3**  
519-256-8278

## MINING HEALTH AND SAFETY BR 416-965-1328

LABOUR 17

Administers the *Occupational Health and Safety Act* and regulations for *mines*, open *pits*, *quarries*, *metallurgical* operations, sand, clay, shale and gravel pits, aggregate plants, peat workings and diamond drilling operations to control occupational *health* and *safety* hazards in the workplace. Periodically inspects these establishments; carries out *air* sample testing to ensure a safe working environment. Investigates *deaths*, serious *accidents* and refusals to perform unsafe work. Consults with labour and management to increase their involvement in identifying and eliminating occupational health and safety hazards. The Branch reviews and provides advice on pre-development plans of mining and metallurgical operations to check occupational health and safety hazards before construction.

Mining Health and Safety Field offices deliver programs through eight field offices listed below.

Wire Rope Laboratory: By statute all wire ropes used in mine hoisting installations must be tested by the *Wire Rope Testing Laboratory* before use, and at intervals during service. The Laboratory address is listed below.

The Mine Rescue Program trains specialists at each mine in special mine rescue proce-



dures in the event of a mine *disaster*. The Mine Rescue training officers maintain a number of stations which are listed below and non-staffed substations equipped with breathing apparatus and *fire* fighting equipment, as well as other emergency equipment and supplies to respond immediately to any mine emergency.

## FIELD OFFICES

10A Brunswick Walk  
**Elliot Lake P5A 2A8**  
 705-848-2885

1055 Princess St., Ste. 301  
**Kingston K7L 1H3**  
 613-542-4994/5

4 Government Road E.  
**Kirkland Lake P2N 1A2**  
 705-567-5241

205 Oxford St.  
**London N5A 3C2**  
 519-439-3231

10720 Yonge St., Ste. 218  
**Richmond Hill L4C 3C9**  
 416-884-6551

Provincial Bldg., 6th Flr.  
 199 Larch St.  
**Sudbury P3E 5P9**  
 705-675-4464

Box 5000  
 435 James St. S.  
**Thunder Bay P7C 5G6**  
 807-475-1675/6/7

273 Third Ave., 4th Flr.  
**Timmins P4N 1E2**  
 705-267-6231

## WIRE ROPE LABORATORY

*Wire Rope Testing Laboratory*  
 Ministry of Labour  
 Room B441, Basement  
 Whitney Block, Queen's Park  
**Toronto M7A 1W3**  
 416-965-1327

## MINE RESCUE STATIONS

50 Hillside Dr. N.  
**Elliot Lake P5A 1X4**  
 705-848-3022

107 Government Rd. W.  
**Kirkland Lake P2N 2E8**  
 705-567-4606

P.O. Box 878  
**Manitouwadge P0T 2C0**  
 807-826-4434

P.O. Box 338  
**Onaping P0M 2R0**  
 705-966-3844

P.O. Box 320  
**Red Lake P0V 2M0**  
 807-727-2214

P.O. Box 65  
**Sudbury P3E 4N3**  
 705-566-4344

P.O. Box 1096  
**Timmins P4N 7H9**  
 705-264-7511

## OCCUPATIONAL HEALTH BRANCH

416-965-3211

LABOUR 18

The Branch provides a consulting service in occupational health to ministries and to industry.

*Occupational Health Medical Service* (965-3610) provides consultation on *medical* and

nursing services to those who provide in-plant *health* care facilities and a healthful working environment for *employees*. The *Occupational Chest Disease Section* (965-4075) of the Medical Service, deals with identification and prevention of respiratory *diseases* from occupational exposure to hazardous agents.

*Occupational Hygiene Service* (965-4066) provides consultation to operating branches of the Occupational Health and Safety Division and to industry; visits plants and sites to identify and assess health hazards from exposure to chemical, physical and biological agents and to recommend control measures.

*Occupational Health Laboratory Service* (965-7925) performs *chemical* analyses of biological specimens, *air* samples, industrial materials.

Hygiene, medical and nursing consultants administer the program of the Occupational Health Branch from four offices throughout the Province:

1 West St. S.  
**Hamilton L8N 2R9**  
416-527-2951

2197 Riverside Dr., Ste. 301  
**Ottawa K1H 7X3**  
613-523-7530

205 Oxford St. E., 2nd Flr.  
**London N6A 5G6**  
519-439-3231

199 Larch St., 6th Flr.  
Ontario Provincial Bldg.  
**Sudbury P3A 1Z7**  
705-675-4455

## SPECIAL STUDIES AND SERVICES BR

LABOUR 19

*Health Studies Service* (965-6375) conducts occupational *health research* studies and provides consultative services on the effects of occupational and environmental exposure to *chemical* or other hazardous agents on human health.

*Safety Studies Service* (965-6111) conducts studies in occupational *safety* and maintains contact with organizations involved in accident prevention.

*Radiation Protection Service* (965-8178) directs a program to protect *employees* and the public from harmful effects of *radiation* including industrial *x-rays*, radioactive materials, microwaves, lasers.

*Radiation Protection Laboratory* (248-7237) analyzes radioactive materials. Develops monitoring techniques and equipment for the identification of radioactive sources.

The Branch also provides technical support in contingencies related to *nuclear* power generating stations.

## STANDARDS AND PROGRAMS BR

LABOUR 20

416-965-8710

Standards & Programs Br coordinates the development, implementation and evaluation of Occupational Health & Safety Division policies and programs. The Branch has four sections.

*Program Analysis & Evaluation* (965-8710) coordinates identification of short and long term goals, definition of objectives, program planning and evaluation. Maintains occupational *health* and *safety statistics*, i.e., occupational *disease* and *accidents*.

*Hazard Identification & Programming* (965-8710) coordinates identification and assess

ment of biological, *chemical* and physical hazards in the workplace and preparation of related data sheets, guidelines and regulations.

*Industry Sector Programming* (965-8510) identifies occupational health and safety priorities by industry sector and develops programs to control hazards in each sector (e.g., construction industry, logging industry, mining). Coordinates the *education* of Division staff by developing training programs for the inspectors.

Advisory Services Section (965-8710) provides administrative support to the Ministry's Provincial *Lottery* program which provides *grants* for occupational health and safety projects on applied *research* and *manpower education* and development. For information on the Ministry of Labour's Provincial Lottery program write to this Branch, 400 University Ave., Toronto M7A 1T7.

## INDUSTRIAL RELATIONS DIVISION

CONCILIATION AND MEDIATION SERVICES BR  
416-965-4108

LABOUR 21

Branch goals are to foster harmonious *labour relations* and to minimize disruption in the economy arising from *strikes* and *lockouts*. Provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Provides mediation officers after the conciliation process if necessary. Also undertakes preventive mediation services during the term of an agreement. Parties in a labour dispute must use the government's conciliation services before legally resorting to strikes or lockouts.

OFFICE OF ARBITRATION  
416-965-5669

LABOUR 22

The Office of Arbitration approves persons to chair arbitration boards or act as single arbitrators, dealing with rights disputes between *employers* and *employees* with *collective agreements* only, and with interest disputes (renewal of collective agreements) in *hospitals* under the *Hospital Labour Disputes Arbitration Act*. Assigns settlement officers to assist with the settlement of grievances. Performs administrative functions for arbitration boards, sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. Publishes a monthly bulletin summarizing all awards in Ontario.

## AGENCIES

ADVISORY COUNCIL ON OCCUPATIONAL  
HEALTH & SAFETY  
416-965-2448

LABOUR 23

The Advisory Council on Occupational Health & Occupational Safety advises the Minister of Labour on matters involving occupational *health* and occupational *safety*. Provides liaison between the Ministry and special interest groups wishing to draw government attention to particular concerns in this field. For public inquiries on occupational health and safety, contact branch involved or Ministry's field offices under the Occupational Health & Safety Division.

# ONTARIO HUMAN RIGHTS COMMISSION

416-965-6841

LABOUR 24

The Ontario Human Rights Commission administers the *Ontario Human Rights Code* to achieve equal treatment for all people in the areas of *employment, housing, public accommodation* services and facilities such as hotels and restaurants, and related *advertising*, regardless of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Investigates and conciliates complaints of *discrimination*. Promotes public *education* to eliminate *prejudice* and provides publications on *human rights*. Undertakes resolution of community problems involving *race* and *ethnic* relations when tensions threaten to erupt into violence. The Commission reports to the Legislature through the Minister of Labour. Ontario residents are served through five regions, each headed by a supervisor and twelve district offices as follows:

## EASTERN REGION

*Regional Office*  
2197 Riverside Dr.  
**Ottawa K1H 7X3**  
613-523-7530

1055 Princess St.  
**Kingston K7L 1H3**  
613-542-2853

## NORTHERN REGION

*Regional Office*  
1528 LaSalle Blvd.  
**Sudbury T3A 1Z7**  
705-566-3071

808 Robertson St.  
**Kenora P9N 1N8**  
807-468-3128

390 Bay St.  
**Sault Ste. Marie P6A 1X2**  
705-949-3331

435 James St.  
**Thunder Bay P7E 6E3**  
807-475-1693

273 Third Ave., 4th Flr.  
**Timmins P4N 1E2**  
705-267-6231

## SOUTHWESTERN REGION

*Regional Office*  
205 Oxford St. E.  
**London M6A 5G6**  
519-439-3231

1 West Ave. S.  
**Hamilton L8M 2R9**  
416-527-2951

824 King St. W.  
**Kitchener N2G 1G1**  
519-744-8101

205 King St.  
**St. Catharines L2R 3J6**  
416-682-7261

500 Ouellette Ave.  
**Windsor N9A 1B3**  
519-256-3611

## TORONTO EAST & WEST REGION

400 University Ave., 12th Flr.  
**Toronto M7A 1T7**  
416-965-6841

# ONTARIO LABOUR RELATIONS BOARD

416-965-4151

LABOUR 25

The Ontario Labour Relations Board administers those sections of the following Act:



which establish *collective bargaining* rules: *The Labour Relations Act* for employers and employees in the private sector within provincial jurisdiction; *The Hospital Labour Disputes Arbitration Act* for employees of hospitals; *The Colleges Collective Bargaining Act* for employees of community colleges. Also administers declarations of illegal *strikes* and *lockouts*, cease and desist orders and consents to prosecute under *The Teachers' Collective Negotiations Act*; employee's right to refuse unsafe work under *The Occupational Health and Safety Act*; declaration of successorship under *The Successor Rights (Crown Transfers) Act*. The Ontario Labour Relations Board deals with: *certification* of trade unions; accreditation of employer organizations in the *construction* industry; declarations of successorship of employers or trade unions; cease and desist orders and declarations of illegal strikes and lockouts; complaints of unfair *labour* practices; termination of bargaining rights of trade unions and accredited employer organizations; trusteeship of locals of trade unions; consent to prosecute and *arbitration* of grievances under collective agreements in the construction industry.

The Board cannot advise on rights and duties in situations that may come before it.

#### ONTARIO MANPOWER COMMISSION

LABOUR 26

500 University Ave., Ste. 610  
Toronto M5G 1V7  
416-965-9017

Ontario Manpower Commission (OMC) is a policy development agency that reports to Cabinet through the Minister of Labour. The OMC comprises a full time Commissioner/-Chairperson and four part-time Commissioners, all from the private sector. OMC oversees all *manpower* policies and programs of the Ontario government having to do with adult *occupational* training, *career counselling*, *job* creation and work experience, *labour* market information, mobility and placement in *employment*. Its major thrust is to establish a policy framework for the province which will ensure the coordination and continuing development of Ontario manpower activities. OMC is supported by a Secretariat which includes the *Labour Market Information and Analysis Unit* (965-2820). The Unit is responsible for *research* identifying, describing and analyzing current and future manpower requirements and supplies and making this information available to the government and the private sector as a basis for policy and program decisions.

#### WORKMEN'S COMPENSATION BOARD

LABOUR 27

2 Bloor St. E.  
Toronto M4W 3C3  
416-965-8722

The Workmen's Compensation Board (WCB), Ontario, administers the *Workmen's Compensation Act*, Ontario. The Act provides: *compensation* payments for workers disabled by job-related *accidents* or *diseases*, awards for permanent disability and *pensions* for dependents of workers who die as a result of work accidents or industrial diseases; *medical* services--advice to treating agencies, control of treatment, special treatment facilities, etc.; *medical financial assistance*, including payment of doctor's bills, *hospitalization* costs, etc.; *vocational* rehabilitation services, including *counselling* and job training to help injured workers reestablish themselves; financial assistance to nine *safety* associations whose mission, through safety education, is the prevention of industrial accidents and diseases.

The WCB maintains its head office in Toronto where it has a *library* for publications

(965-8725) and for *films* (965-8722). Regional, Area and Information Service Offices in other Ontario cities are listed below. There is a WCB Hospital and Rehabilitation Centre in Downsview, a suburb of Toronto. The Chairman of the WCB reports to the Lieutenant Governor-in-Council through the Ontario Minister of Labour who answers for the Board in the Legislature.

Any decision made by the Workmen's Compensation Board may be appealed by writing to the Registrar of Appeals at the above address (965-8926). The decision of an Appeal Board is final unless there is some concern as to whether the hearing has been properly conducted, an obvious error has occurred, or new evidence is introduced: written requests for reconsideration accompanied by supporting evidence are considered by an Appeal Board.

There are eight operating divisions of the WCB in Toronto. They are: Administrative Resources (965-8752); Claims Services (965-8773); Communications (965-8948); Financial Services (965-8660); Human Resources (i.e., Personnel), (965-8720); Medical Services (965-8827); Safety Education (965-8726); and Vocational Rehabilitation (963-0154). The prime function of the Claims Services, Medical Services and Vocational Rehabilitation Services Divisions is to look after the needs of the injured workers.

The Claims Services Division consists of: Claims Adjudication Branch; Claims Information and Counselling Services Branch, and Claims Review Branch. Claims Adjudication Branch provides claims adjudication, including the initial acceptance of the claim, authorization of compensation payments throughout the lifetime of the claim, and the establishment of awards for permanent disability. Claims adjudication activities take place at the Board's head office, 2 Bloor St. E., Toronto, and also at the Regional Offices in Sudbury (servicing the Districts of Sudbury, Algoma and Manitoulin) and London (servicing the Counties of Huron, Middlesex, Elgin and Oxford). Most claim files for workers residing in these regions are located at the respective Regional Office. Claims for certain industrial diseases are still located and adjudicated at the head office. The Claims Information and Counselling Services Branch provides a channel of communication and information on individual claims and counselling services. Claims Review Branch reviews adverse claims adjudication decisions recommended by the Claims Adjudication Branch before the decision is communicated to the injured *employee* and employer and reviews objections to decisions of the Claims Adjudication Branch. For matters pertaining to individual claim and firm files and other inquiries, it is best to check the blue pages at the back of the telephone directory under Government of Ontario, Workmen's Compensation Board.

The Medical Services Division ensures that high level medical care is administered to injured workers at realistic cost. The Vocational Rehabilitation Division provides socio-economic counselling, vocational evaluation, adjustment assessment, vocational training, and selective *job placement* in industry. Special counselling includes financial counselling, consideration of requests for pension commutations, and making arrangements for *educational* upgrading for those injured workers who lack the necessary education and for those who cannot communicate in English. Vocational Rehabilitation Specialists seek on-the-job training and employment opportunities for injured workers, and inform employers and the public of the advantages of hiring rehabilitated *disabled* workers.

*Area Office*

100 Main St. E.  
Room 108-110  
**Hamilton L8N 3W6**  
416-523-1800

*Information Service Office*

1055 Princess St., Room 303  
**Kingston K7L 5T3**  
613-544-9682

*Area Office*

153 Frederick St.  
**Kitchener N2H 2M2**  
519-576-4130

*London Regional Office*

200 Queens Ave.  
**London N6A 1J3**  
519-433-2331

*Area Office*

189 Wyld St., Box 3190  
**North Bay P1B 8K7**  
705-472-5200

*Area Office*

350 Sparks St., Room 206  
**Ottawa K1R 7S8**  
613-238-7851

*Information Service Office*

421 Bay St., Room 205  
**Sault Ste. Marie P6A 1X3**  
705-942-3002

*Information Service Office*

282 Linwell Rd., Room 120  
**St. Catharines L2N 6N5**  
416-937-2020

*Area Office*

30 Cedar St.  
**Sudbury P3E 1A4**  
705-675-9301

*Area Office*

1265 Arthur St. E., Room 101  
**Thunder Bay P7E 6E7**  
807-623-4545

*Information Service Office*

273 Third Ave., Box 1142, Room 204  
**Timmins P4N 7H9**  
705-267-6427

*Information Service Office*

1382 St. Clair Ave. W.  
**Toronto M7E 1C6**  
416-965-8864  
(Italian, Portuguese,  
French, Spanish calls)

*Toronto Claims Information*

2 Bloor St. E.  
**Toronto M4W 3C3**  
416-965-8851  
(This is the main telephone number.  
Check your telephone directory for  
numbers for individual claims and  
firm files.)

*Area Office*

787 Ouellette Ave.  
**Windsor N9A 4J4**  
519-256-3461



## MINISTRY OF NATURAL RESOURCES

99 Wellesley St. W.

Whitney Block, Queen's Park

Toronto M7A 1W3

(Location Exceptions Noted)

The Ministry of Natural Resources manages Ontario's lands and waters to provide opportunities for outdoor recreation and resource development. It ensures that adequate social and economic benefits are derived from resource development and manages publicly owned lands. Its range of programs covers such areas as hunting, fishing, mapping, Crown lands, mines, forests and parks.

### DEPUTY MINISTER'S OFFICE

CHIEF FORESTER

MNR 1

416-965-3040

Develops forest policy directions. Advises the Minister and the Deputy Minister on current and proposed policy matters. Ensures the development of professional forest management practices.

POLICY COORDINATION SECRETARIAT

MNR 2

416-965-8422

The Secretariat provides staff support to the Deputy Minister and the Policy and Priorities Committee (senior management committee) of the Ministry. It ensures liaison with Cabinet, its committees and other ministries and provides the Ministry with policy advice, information and coordination services.

### FIELD ORGANIZATION

FIELD ORGANIZATION

MNR 3

The Ministry of Natural Resources is organized functionally and geographically so that the operational decision-making is as close as possible to the program delivery level. For administrative purposes, Ontario is divided into eight regions and 48 districts. The district managers, regional directors and two field assistant deputy ministers serve the public and local area interests in implementing the programs of the Land Management, Outdoor Recreation and Resources Products Divisions of the Ministry (separately described). These programs cover the harvesting of crown timber, minerals, fish and wildlife, forest management, public lands and waters.

The main thrust of program delivery is in the Ministry's district offices where the management and use of natural resources takes place with consideration for local requirements. District managers and staff are responsible for the preparation of local program strategies (e.g., land use planning) and for the integration of individual resource plans that are consistent with the district strategy. Each district manager is responsible to the appropriate regional director for all activities assigned to the district.

Each regional office is organized into functional units headed by specialists responsible for providing advice and support to the districts. In some instances, such as conservation authorities, mineral management, engineering and administrative services, the regional office is also the delivery point for Ministry programs.



The principal role of the regional director and staff is to direct and coordinate the work of the districts by establishing regional priorities and allocating appropriate resources to meet these; by establishing program standards and auditing to ensure that the standards are met; by developing training programs and ensuring that they are implemented; and by providing specialized advice and support services. In addition, the regional director and staff recommend annual work plans to the main office and identify areas where policy is required or needs to be modified.

The two field assistant deputy ministers are responsible for program management, coordination of policy and delivery of services across Northern and Southern Ontario. They convey the opinions of field staff to the Deputy Minister through their membership on senior management committees.

For the locations of regional, district and other offices, see the following entries; Field Organization--Northern Ontario, MNR 4 and Field Organization--Southern Ontario, MNR 6.

## FIELD ORGANIZATION--NORTHERN ONTARIO

MNR 4

### ASSISTANT DEPUTY MINISTER

Ontario Government Bldg.  
435 James St. S., P.O. Box 5000  
Thunder Bay P7C 5G6  
807-475-1271

(When in Toronto: Rm. 6346, Whitney Block  
416-965-7783)

The four northern regional directors and the Aviation and Fire Management Centre director report to the Assistant Deputy Minister of Northern Ontario. Each regional office is listed below, followed by the district offices, year round work centres, *fisheries* assessment units and *nurseries* reporting to it.

### NORTH CENTRAL REGION

#### *Regional Office*

Ontario Government Building  
435 James St. S., P.O. Box 5000  
Thunder Bay 'F' P7C 5G6  
807-475-1261

Box 970

**Nipigon P0T 2J0**  
807-887-2120

P.O. Box 280  
**Terrace Bay P0T 2W0**  
807-825-3205

#### **District Offices**

108 Saturn Ave.  
**Atikokan P0T 1C0**  
807-597-6971

Ontario Government Building  
435 James St. S., P.O. Box 5000  
**Thunder Bay 'F' P7C 5G6**  
807-475-1511

#### **Year Round Work Centres**

Box 640  
**Geraldton P0T 1M0**  
807-854-1030

*Armstrong Satellite Base*  
P.O. Box 69  
**Armstrong P0T 1A0**  
807-583-2364  
(Nipigon District)

*Fisheries Research  
Productivity Unit*  
Spruce River Rd., P.O. Box 2089  
**Thunder Bay P7B 5E7**  
807-683-6232

*Fisheries Research Walleye Unit*  
Ontario Government Bldg.  
435 James St. S.  
**Thunder Bay P7B 5B7**  
807-475-1636

*Forest Research Station*  
Dawson Rd., P.O. Box 2960  
**Thunder Bay P7B 5G5**  
807-767-1607

*Geraldton Fire Centre*  
P.O. Box 640  
**Geraldton P0T 1M0**  
807-854-1600

*Nakina Office*  
23 Kingsland  
**Nakina P0T 2H0**  
807-329-5251  
(Geraldton District)

*Nym Lake Base*  
**Atikokan P0T 1C0**  
807-597-2733  
(Atikokan District)

*Macdiarmid Satellite Base*  
P.O. Box 120  
**Beardmore P0T 1G0**  
807-885-5521  
(Nipigon District)

*Manitouwadge*  
Box 309  
**Manitouwadge P0T 2C0**  
807-826-3225  
(Terrace Bay District)

*Regional Fire Centre*  
1580 Arthur St. W.  
**Thunder Bay P7E 5S1**  
807-475-1405

*Shebandowan Headquarters*  
P.O. Box 43  
**Shebandowan P0T 2T0**  
807-926-2182  
(Thunder Bay District)

*Thunder Bay District Fire Centre*  
P.O. Box 5000  
1580 West Arthur St.  
**Thunder Bay P7E 5S1**  
807-475-1415

*Thunder Bay Service Centre*  
P.O. Box 1580  
West Arthur St.  
**Thunder Bay P7E 5S1**  
807-475-1645

*Upsala Headquarters*  
**Upsala P0T 2Y0**  
807-986-2339  
(Thunder Bay District)

#### **Fisheries Assessment Unit**

*Lake Superior*  
P.O. Box 5000  
**Thunder Bay P7C 5G6**  
807-475-1635

#### **Fish Culture Station**

*Dorion*  
**Dorion P0T 1K0**  
807-857-2322  
(Thunder Bay Region)

#### **Nurseries**

*Thunder Bay Nursery*  
Thunder Bay Forest Station  
R. R. 1  
**Thunder Bay P7C 4T9**  
807-577-6409

**NORTHEASTERN REGION***Regional Office*

Provincial Government Bldg.

199 Larch St.

**Sudbury P3E 5P9**

705-675-4120

*Mining Recorder's Office*

75 Elgin St.

**Sault Ste. Marie P6A 2Y4**

705-254-6884

*Forest Research*

1219 Queen St. E.

**Sault Ste. Marie P6A 5M7**

705-949-9461

*Fisheries Research South Baymouth*

R. R. 1

**Tehkummah P0P 2C0**

705-859-3137

*Fisheries Research Lake Superior***Sault Ste. Marie P6A 2B4**

705-942-1411

*Regional Geologist's Office*

875 Queen St. E.

**Sault Ste. Marie P6A 2B4**

705-942-1414

*Resident Geologist's Office*

1112 Kingsway

**Sudbury P3B 2E5**

705-566-2580

**District Offices**

62 Queen St., Box 190

**Blind River P0R 1B0**

705-356-2234

Box 1340

**Espanola P0P 1C0**

705-869-1330

Box 3070

**North Bay P1B 8K7**

705-474-5550

69 Church St., Box 130

**Sault Ste. Marie P6A 5L5**

705-949-1231

P.O. Box 3500, Station 'A'

**Sudbury P3A 4S2**

705-522-7823

Box 38

**Temagami P0H 2H0**

705-569-3622

*Timiskaming Testing Laboratory***Cobalt P0J 1C0**

705-679-8313

22 Mission Rd., Box 1160

**Wawa P0S 1K0**

705-856-2396

**Year Round Work Centres***Cold Storage Warehouse*

P.O. Box 1160, Hwy 101

**Wawa P0S 1K0**

705-856-7041

*Kirkwood Office*

P.O. Box 310

**Thessalon P0R 1L0**

705-842-2434

(Blind River District)

*Operations Base*

P.O. Box 1160, Mine Rd.

**Wawa P0S 1K0**

705-856-2396

*Powassan*

Box 208

**Powassan P0H 1Z0**

705-724-2007

(North Bay District)

*Tarentorus Trout Rearing Station*

69 Church St., Box 130

**Sault Ste. Marie P6A 5L5**

705-253-8953

*Trout Mills*

Box 3070

**North Bay P1B 8K7**

705-472-9550

**Fisheries Assessment Unit**

*Nipissing*

222 McIntyre St. W.

**North Bay P1B 8K7**

705-474-5550

**Fish Culture Stations**

*North Bay*

R. R. 1

**Redbridge P0H 2A0**

705-663-2311

*Sandfield*

Box 10, R. R. 3

**Manitoulin Island P0P 2C0**

705-859-3370

(Espanola District)

*Tarentorus*

R. R. 4

**Sault Ste. Marie P6A 5K9**

705-253-8953

**Nurseries**

*Kirkwood Nursery*

Box 310

**Thessalon P0R 1L0**

705-842-2345

**NORTHERN REGION**

*Regional Office*

140 Fourth Ave., Box 3000

**Cochrane P0L 1C0**

705-272-4287

*Regional Sub-Office*

60 Wilson Ave.

**Timmins P4N 2S7**

705-267-1401

**District Offices**

34 Birch St.

**Chapleau P0M 1K0**

705-864-1710

2 Third Ave., Box 730

**Cochrane P0L 1C0**

705-272-4365

**Gogama P0M 1W0**

705-894-2000

Box 670

**Hearst P0L 1N0**

705-362-4346

6 Government Rd.

**Kapuskasing P5N 2W4**

705-335-6191

Box 129

**Swastika P0K 1T0**

705-642-3222

(Kirkland Lake District)

*Resident Geologist*

4 Government Rd. E.

**Kirkland Lake P2N 1A2**

705-567-5242

Box 190

**Moosonee P0L 1Y0**

705-336-2987

896 Riverside Dr.

**Timmins P4N 3W2**

705-267-7951

**Year Round Work Centres**

*Elk Lake Sub-Office*

P.O. Box 100

**Elk Lake P0K 1J0**

705-678-2241

*Englehart Sub-Office*

P.O. Box 320

**Englehart P0J 1H0**

705-544-2331



*Hornepayne*  
P.O. Box 429  
**Hornepayne P0M 1Z0**  
807-868-2303  
(Hearst District)

*Matheson Sub-Office*  
P.O. Box 609  
**Matheson P0K 1N0**  
705-273-2546  
(Kirkland Lake District)

#### **Fish Culture Station**

*Hills Lake*  
R. R. 2  
**Englehart P0J 1H0**  
705-544-2834  
(Kirkland Lake District)

#### **Nurseries**

*Chapleau Nursery*  
34 Birch St.  
**Chapleau P0M 1K0**  
705-864-1717

*Gogama Nursery*  
**Gogama P0M 1W0**  
705-894-2000

*Swastika Nursery*  
P.O. Box 129  
**Swastika P0K 1T0**  
705-642-3255

#### **NORTHWESTERN REGION**

*Regional Office*  
808 Robertson St.  
Box 5160  
**Kenora P9N 3X9**  
807-468-3111

#### **District Offices**

Box 3000  
**Dryden P8N 3B3**  
807-223-3341

922 Scott St.  
**Fort Frances P9A 1J4**  
807-274-5337

Box 448  
**Ignace P0T 1T0**  
807-934-2233

Box 5080  
**Kenora P9N 3X9**  
807-468-9841

Box 323  
**Red Lake P0V 2M0**  
807-727-2253

*Resident Geologist*  
Box 860  
**Red Lake P0V 2M0**  
807-727-2252

*Mining Recorder*  
P.O. Box 324  
**Red Lake P0V 2M0**  
807-727-2250

Box 309  
**Sioux Lookout P0V 2T0**  
807-737-1140

*Resident Geologist*  
Box 1089  
**Sioux Lookout P0V 2T0**  
807-737-1291

*Mining Recorder*  
P.O. Box 669  
**Sioux Lookout P0V 2T0**  
807-737-2100

#### **Year Round Work Centres**

*Fort Frances Sub-Office*  
P.O. Box 7  
**Rainy River P0W 1L0**  
807-852-3801  
(Fort Frances District)

*Pickle Lake Satellite Base*

**Pickle Lake P0V 3A0**

807-928-2470

(Sioux Lookout District)

*Regional Service Centre*

P.O. Box 850

**Dryden P0V 2W0**

807-937-4489

*Sioux Lookout Fire Centre*

Box 309

**Sioux Lookout P0V 2T0**

807-737-1140

**Fisheries Assessment Unit**

*Lake of the Woods*

808 Robertson St.

P.O. Box 5080

**Kenora P9N 3X9**

807-468-9841

**Nursery**

*Wabigoon Nursery*

P.O. Box 90

**Wabigoon P0V 2W0**

807-938-6326

**AVIATION AND FIRE MANAGEMENT CENTRE**

**MNR 5**

55 Church St., P.O. Box 310

Sault Ste. Marie P6A 5L8

705-942-1800

Operates a fleet of *aircraft* for *forest fire* detection and suppression, resources management, aerial *surveys*, aerial *photographs*, mercy flights, search and rescue missions and transportation. Organizes fire control planning and warden systems. Conducts provincial fire control operations, *research* and development of forest fire equipment and systems, and forest fire training and prevention. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control. Manages a provincial *telecommunications* network consisting of radios for forest fire fighting operations, aircraft communications and Ministry surveys. Manages installation of telephones, teletype, facsimile (telecopier) equipment for the Ministry. Organizes research and development of telecommunications equipment and systems. Each regional office has a telecommunications supervisor working in conjunction with this office. The Centre has a flight operations office in Malton (P.O. Box 189, Mississauga L4T 3B6, 416-678-1173).

**FIELD ORGANIZATION--SOUTHERN ONTARIO**

**MNR 6**

**ASSISTANT DEPUTY MINISTER**

Maple L0J 1E0

416-832-2761

(When in Toronto: Rm. 6346, Whitney Block

416-965-7783)

The four southern regional directors report to the Assistant Deputy Minister of Southern Ontario. Each regional office is listed below, followed by the district offices, year round work centres, *fisheries* assessment units and *nurseries* reporting to it. The Petroleum Resources Program, described in a separate entry, is administered by the Southwestern Regional Office.

**ALGONQUIN REGION***Regional Office*

Brendale Square, Box 9000

**Huntsville P0A 1K0**

705-789-9611

*Leslie M Frost**Natural Resources Centre***Dorset P0A 1E0**

705-766-2451

*Construction Depot Huntsville*

Box 1119

**Huntsville P0A 1K0**

705-789-4471

**District Offices****Whitney K0J 2M0**

705-637-2780

(Algonquin Park District)

Box 500

**Bancroft K0L 1C0**

613-332-3940

(Bancroft District)

Box 1138

**Bracebridge P0B 1C0**

705-645-5244

(Bracebridge District)

**Minden K0M 2K0**

705-286-1521

(Minden District)

4 Miller St.

**Parry Sound P2A 1S8**

705-746-4201

(Parry Sound District)

Riverside Drive, Box 220

**Pembroke K8A 6X4**

613-732-3661

(Pembroke District)

**Year Round Work Centres***Achray*

Box 820

**Pembroke K8A 6X4**

613-584-2420

(Algonquin Park District)

*Algonquin Park Museum*

Box 219

**Whitney K0J 2M0**

705-633-5592

(Algonquin Park District)

*Dacre***Dacre K0J 1N0**

613-649-2418

(Pembroke District)

*Gooderham*

Box 29

**Gooderham K0M 1R0**

705-447-2151

(Minden District)

*Palmer Rapids***Palmer Rapids K0J 2E0**

613-758-2020

(Pembroke District)

*Parry Sound*

7 Bay St.

**Parry Sound P2A 1S4**

705-746-5825

(Parry Sound District)

*Portage Lake*

Site 5, Box 4, R. R. 1

**Britt P0G 1A0**

705-383-2317

(Parry Sound District)

*Round Lake*

R. R. 5

**Killaloe K0J 2A0**

613-757-2507

(Pembroke District)

*Stonecliffe*

**Stonecliffe K0J 2K0**

613-586-2253

(Algonquin Park District)

**Fisheries Assessment Unit**

*Algonquin*

P.O. Box 219

**Whitney K0J 2M0**

705-637-2780

(Algonquin Park District)

**Fish Culture Stations**

*Pembroke*

Laurentian Dr.

**Petawawa K8H 2Z1**

613-687-5935

(Pembroke District)

*Skeleton Lake*

R. R. 1

**Utterson P0B 1M0**

705-769-3731

(Bracebridge District)

**CENTRAL REGION**

*Regional Office*

10670 Yonge St.

**Richmond Hill L4C 3C9**

416-884-9203

**District Offices**

Box 2186, Beaverdale Rd.

**Cambridge N3C 2W1**

519-658-9356

(Cambridge District)

**Midhurst L0L 1X0**

705-728-2900

(Huron District)

Ontario Government Building

322 Kent St. W.

**Lindsay K9V 2Z9**

705-324-6121

(Lindsay District)

**Maple L0J 1E0**

416-832-2761

(Maple District)

Hwy 20, Box 1070

**Fonthill L0S 1E0**

416-892-2656

(Niagara District)

**Year Round Work Centres**

*Dufferin*

R. R. 2

**Lisle L0M 1M0**

705-435-4247

(Huron District)

*Ganaraska Forest*

R. R. 2

**Millbrook L0A 1G0**

416-797-2959

(Lindsay District)

*North Simcoe*

Box 129

**Coldwater L0K 1E0**

705-835-2128

(Huron District)

*Northumberland Forest*

R. R. 4

**Roseneath K0K 2X0**

416-349-2779

(Lindsay District)

*South Simcoe*

Box 490

**Angus L0M 1B0**

705-525-5312

(Huron District)



*Tiny/Wye Marsh*  
Wildlife Areas, Box 613  
**Midland L4R 4L3**  
705-526-6958  
(Huron District)

*Wildlife Compound*  
R. R. 2  
**Minesing L0L 1Y0**  
705-728-4382  
(Huron District)

*York Regional Forest Headquarters*  
R. R. 3  
**Stouffville L0H 1L0**  
416-473-2160  
(Maple District)

*Bass Lake Provincial Park*  
Box 607  
**Orillia L3V 6S1**  
705-326-7054  
(Huron District)  
(Camping & day use  
Seasonal Conservation Officer  
Headquarters year round)

*Earl Rowe Provincial Park*  
Box 966  
**Alliston L0M 1A0**  
705-435-4331  
(Huron District)  
(Camping & day use  
Seasonal Conservation Officer  
Headquarters year round)

*Bronte Creek Provincial Park*  
1219 Burloak Dr., R. R. 2  
**Burlington L7R 3X5**  
416-827-6911  
(Cambridge District)  
(Day use facilities)

#### **Fisheries Assessment Units**

*Kawartha*  
322 Kent St. W.  
**Lindsay K9V 2Z9**  
705-324-6121  
(Lindsay District)

*Lake Ontario*  
10670 Yonge St.  
**Richmond Hill L4C 3C9**  
416-884-9203

*Lake Simcoe*  
Sibbald's Point Provincial Park  
R. R. 2  
**Sutton West L0E 1R0**  
416-722-5512

#### **Fish Culture Station**

*Deer Lake*  
R. R. 1  
**Havelock K0L 1Z0**  
705-778-3391  
(Lindsay District)

#### **Nurseries**

*Midhurst Nursery*  
**Midhurst L0L 1X0**  
705-728-6599

*Orono Nursery*  
**Orono L0B 1M0**  
416-983-9147

*Ontario Tree Seed Plant*  
P.O. Box 60  
**Angus L1M 1B0**  
705-424-5311

#### **EASTERN REGION**

*Regional Office*  
Provincial Government Building  
Concession Road  
**Kemptville K0G 1J0**  
613-258-3413

#### **District Offices**

101 Water St. W.  
**Brockville K6A 5Y8**  
613-342-8524  
(Brockville District)

113 Amelia St., Box 1749  
**Cornwall K6H 5V7**  
613-933-1774  
(Cornwall District)

Box 239  
**Lanark K0G 1K0**  
613-259-2942  
(Lanark District)

1 Richmond Blvd.  
**Napanee K7R 3S3**  
613-354-2173  
(Napanee District)  
**Ramsayville K0A 1Y0**  
613-822-2525  
(Ottawa District)

Metcalf St.  
**Tweed K0K 3J0**  
613-478-2330  
(Tweed District)

#### **Year Round Work Centres**

*Alexandria Sub-Office*  
P.O. Box 444  
**Alexandria K0C 1A0**  
613-525-2443  
(Cornwall District)

*Glenora Research Station*  
R. R. 4  
**Picton K0K 2T0**  
613-476-2400  
(Napanee District)

*LaRose Forest Headquarters*  
P.O. Box 10  
**Bourget K0A 1E0**  
613-487-2100  
(Cornwall District)

*Limerick Headquarters*  
R. R. 2  
**Oxford Station K0G 1T0**  
613-258-3151  
(Brockville District)

*Tweed Warehouse and Fire Complex*  
Hungerford Rd.  
**Tweed K0K 3J0**  
613-478-2330  
(Tweed District)

*White Lake*  
R. R. 2  
**Sharbot Lake K0H 2P0**  
613-335-2115  
(Tweed District)

**Fish Culture Stations**  
**Codrington K0K 1R0**  
613-475-2512  
(Napanee District)  
**Westport K0G 1X0**  
613-273-2106  
(Brockville District)

*White Lake*  
R. R. 1  
**Sharbot Lake K0H 2P0**  
613-478-2330  
(Tweed District)

#### **Nurseries**

*Kemptville Nursery*  
**Kemptville K0G 1J0**  
613-238-7326

#### **SOUTHWESTERN REGION**

*Regional Office*  
1106 Dearness Dr.  
**London N6E 1N9**  
519-681-5350

#### **District Offices**

353 Talbot St. W., Box 940  
**Aylmer N5H 2S8**  
519-773-9241  
(Alymer District)

Kent County Municipal Bldg.  
435 Grand Ave. W., Box 1168  
**Chatham N7M 5L8**  
519-354-7340  
(Chatham District)

611-9th Ave. E.  
**Owen Sound N4K 3E4**  
519-376-3860  
(Owen Sound District)

645 Norfolk St. N.  
**Simcoe N3Y 3R2**  
519-426-7650  
(Simcoe District)

R. R. 5  
**Wingham N0G 2W0**  
519-357-3131  
(Wingham District)

# **Year Round Work Centres**

*Fisheries Research Station*  
R. R. 2  
**Wheatley N0P 2P0**  
519-825-4171  
(Chatham District)

*Hullett Wildlife Management Area*  
R. R. 4  
**Clinton N0M 1L0**  
519-482-7011  
(Wingham District)

*Kilworth Division Office*  
R. R. 3  
**London N6A 4B7**  
519-472-0820  
(Aylmer District)

*Commercial Fisheries Research  
Sub Station*  
Box 681  
**Port Dover N0A 1N0**  
519-583-2121  
(Simcoe District)

*Petroleum Resources Laboratory*  
458 Central Ave.  
**London N6B 2E5**  
519-433-8431

*Petrolia Detachment Office*  
P.O. Box 1379, 4229 Petrolia St.  
**Petrolia N0N 1R0**  
519-882-0502  
(Chatham District)

*Tilbury Detachment Office*  
P.O. Box 777  
**Tilbury N0P 2L0**  
519-682-0790  
(Chatham District)

# **Fish Culture Stations**

*Chatsworth*  
R. R. 2  
**Chatsworth N0H 1G0**  
519-794-2340  
(Owen Sound District)

*Normandale*  
R. R. 1  
**Vittoria N0E 1W0**  
519-426-3142  
(Simcoe District)

*Warton*  
Box 242  
**Warton N0H 2T0**  
519-534-0770  
(Owen Sound District)

# **Fisheries Assessment Units**

*Lake Erie*  
353 Talbot St. W.  
Box 940  
**Aylmer N5H 1S8**  
519-773-9241  
(Aylmer District)

*Lake Huron*

611 Ninth Ave. E.

**Owen Sound N4K 3E4**

519-376-6531

(Owen Sound District)

*Lake St. Clair*

Box 820

**Tilbury N0P 2L0**

519-682-1152

**Nurseries**

*St. Williams Nursery*

R. R. 1

**St. Williams N0E 1P0**

519-586-3576

**PETROLEUM RESOURCES PROGRAM**

**MNR 7**

1106 Dearness Dr.

London N6E 1N9

519-681-5350

The *Petroleum Resources Act* is administered by the Ministry's Southwestern Regional Office. This office regulates the day-to-day activities of the *oil* and *natural gas* industry both on land and offshore. Special emphasis is placed on *well safety*, *bonding* and *insurance*. Also issues *permits* to lease oil and gas rights, conduct geophysical and geochemical *surveys*, drill wells and operate drilling machinery and to produce oil and gas. For more information, contact any district office, listed under Ministry of Natural Resources Field Organization, MNR 4 or MNR 6.

**ADMINISTRATION DIVISION**

**ADMINISTRATIVE SERVICES BR**

**MNR 8**

416-965-5134

Administrative Services Branch provides the purchasing of goods and services, supply management, printing, duplicating, word processing services, mail and telex services records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration, Ministry directive manuals, etc.). Provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of facilities and purchasing of commonly used supplies. Provides data processing services, fleet management and insurance, customer services and other special services and functions (e.g. arranging functions, booking airline tickets, etc.).

The Branch operates a public service centre which serves the public through these units *Aerial Photo Unit* (965-1123) which provides aerial *photographs*; *Map Unit* (965-6511 and 965-1348) which provides topographical, geological and geographical *maps* including *canoe* routes and *mining* publications; *Hunting and Fishing Licences Sales* (965-6512) Hunting and fishing licences are also available from Ministry regional or district office (listed under Ministry of Natural Resources Field Organization) and some sporting good stores. The Branch also provides information on *frog*, *turtle* and *snake* identification.

**AFFIRMATIVE ACTION PROGRAM**

**MNR**

416-965-5663

The Affirmative Action Program plans, develops and coordinates the affirmative action



program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

**INFORMATION SERVICES BR**  
416-965-2756

MNR 10

The Information Services Branch informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The Branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

**LEGAL SERVICES BR**  
416-965-2748

MNR 11

Counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Services Branch is responsible to the Attorney General's Office.

**PERSONNEL BR**  
416-965-2707

MNR 12

Personnel Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. It is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, safety program, Workmen's Compensation, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. The Branch coordinates the Ministry's *youth employment* program which involves the hiring of qualified 17 year old persons as *junior rangers* (965-1258). It maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU). For personnel records call 965-3961; for seasonal employment inquiries call 965-1258. There are personnel officers in each of the Ministry's eight Regional Offices listed under this Ministry's Field Organization entries, MNR 4 or MNR 6.

**PROGRAM MANAGEMENT EVALUATION**  
416-965-5537

MNR 13

Program Management Evaluation has two remaining functions: to develop a management information system to serve the needs of managers; to identify the Ministry of Natural Resources energy role.

**FINANCE PLANNING & EVALUATION GROUP**

**FINANCIAL SERVICES BR**  
416-965-2761

MNR 14

Financial Services Br is responsible for general accounting functions, including payroll

and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies. Besides the financial management and accounting functions, the Branch is responsible for appropriations control, development of accounting and costing systems, financial and cost analyses and pre-audit controls and procedures. It prepares claims under federal and provincial agreements; controls collateral securities and collects, records and reports on revenue from *timber* operations, sales and leases of *crown land*, *mining*, *pits and quarries* and provincial *parks* operations, *fish and wildlife licences* and sundry other cash receipts. For fish and wildlife (*hunting*) licences sale, see this Ministry's Administrative Services Branch or contact Ministry regional or district offices (listed under this Ministry's Field Organization entries, MNR 4 or MNR 6).

#### INTERNAL AUDIT BR 416-965-4087

MNR 15

Internal Audit Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial, and operational controls.

#### MANAGEMENT PLANNING & ANALYSIS 416-965-4143

MNR 16

Initiates studies of the Ministry's management process, recommending changes to management organization, systems, procedures and practices and coordinates the implementation of projects to enhance management effectiveness.

#### FOREST RESOURCES GROUP

##### FOREST RESOURCES BR 416-965-2785

MNR 17

The Branch develops policy, sets field program targets, provides specialized services to the field staff, audits field staff performance and develops standards for *forest* practice in Ontario. The Branch also develops *silvicultural* guidelines, conducts *research* and development projects, coordinates the distribution of *nursery* stock for *crown* and private *lands*, and administers grants mentioned below.

The Branch provides specialized services to district offices for *pest* control, nursery *soil* management, municipal *tree* cutting by-laws, assessment of *silvicultural* work, equipment development, *Woodland Improvement Act* agreements, and special funding programs such as those of the federal *Department of Regional Economic Expansion (DREE)*.

The Branch works with other branches in the Ministry and with other ministries to develop multiple use management policies aimed at providing a contribution to the economy by the *forest* based industries, consistent with sound environmental practices and with providing for other uses of the forest.

The delivery of Forest Resources programs is the responsibility of staff in the district offices, listed under this Ministry's Field Organization entries, MNR 4 or MNR 6.

In carrying out Branch policy, field offices manage Crown forests to ensure regeneration improve quality and growth and to protect them from *fire*, *insects* and *disease*. They take inventory of forest base, control harvesting and audit usage in crown forests. They advise private landowners on *tree* planting, tending *woodlots* and marketing *timber* and provide them with direct forestry assistance under the *Woodlands Improvement Act*. They pro

vide *grants* to municipalities for *land* acquisition, the lands to be managed by the Ministry. Field offices hold field days for the public on growing trees, *maple syrup* production and forest management. Through a cooperative arrangement with the Ministry of Intergovernmental Affairs, annual *grants* are made to private forest owners to reduce *property tax* on their managed forests.

Inquiries about service to the public and delivery of programs on crown lands should be directed to district offices, listed under this Ministry's Field Organization entries, MNR 4 or MNR 6.

## ONTARIO FOREST RESEARCH CENTRE

MNR 18

Maple LOJ 1E0  
416-832-2761

The Ontario Forest Research Centre (OFRC) and four research stations listed below provide *silvicultural* scientific and technical knowledge and information to improve the management of *forests* in Ontario. The main *research* effort is biological and ecological rather than technological or economic and is aimed at the regeneration and improvement of forests.

### Algonquin Forest Research

Unit of the OFRC

Box 190

Dorset P0A 1E0

705-766-2671

### North Central Forest Research

Unit of the OFRC

P.O. Box 490

Sault Ste. Marie P6A 5M7

705-949-9461

### Midhurst Forest Research

Unit of the OFRC

Midhurst L0L 1X0

705-726-7640

### Northern Forest Research

Unit of the OFRC

P.O. Box 2960

Thunder Bay P7B 5G5

807-767-1607

## TIMBER SALES BR

MNR 19

416-965-2731

Timber Sales Br is responsible for the management of Ontario's *crown land forests* and the disposition of its crown *timber* resource. Activities include forest resources inventory (965-6914); forest management planning (965-7631); forest industry development (965-5760); crown timber allocation and licensing (965-2731), i.e. *licences* to cut crown timber and *licences* to forest industry mills; the measurement, or scaling of timber cut from crown lands, i.e., *Scaler's Licences* (965-0378). For information or to apply for these licences, contact the telephone numbers listed or any regional or district offices listed under this Ministry's Field Organization entries, MNR 4 or MNR 6.

## LANDS & WATERS GROUP

### CONSERVATION AUTHORITIES & WATER

MNR 20

MANAGEMENT BR

416-965-6287

The Branch encourages the *conservation*, development and utilization of *water* and re-



lated land resources by providing policy, procedural guidelines, funding, management and planning direction to 39 Conservation Authorities.

The Conservation Authorities are autonomous, corporate bodies established under the *Conservation Authorities Act* to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals.

Through the Branch, *grants* are provided to Conservation Authorities to support resource management projects, e.g., *watershed* planning, *flood* control works such as *dams* and other non-structural types, *erosion* control projects and conservation and *recreation* land management (*reforestation*, *woodlot*, *fish* and *wildlife* management).

The Branch also administers *The Lakes and Rivers Improvement Act* which regulates construction and operation of dams and diversions. In addition, special engineering, water management, shoreline management and *hydrologic research* studies to reduce flooding and erosion are carried out. The Branch also operates a *Library*.

The Branch deals with the Conservation Authorities (CA's) through 5 Ministry of Natural Resources regional offices. These offices and the Authorities that they are responsible for follow:

## CENTRAL REGION

*Regional Office*  
10670 Yonge St.

**Richmond Hill L4C 3C9**  
416-884-9203

*Hamilton Region CA*  
Box 99, 838 Mineral Springs Rd.  
**Ancaster L9G 3L3**  
416-525-2181

*Nottawasaga Valley CA*  
R. R. 1  
**Angus L0M 1B0**  
705-424-1479

*Grand River CA*  
Box 729, 400 Clyde Rd.  
**Cambridge N1R 5W6**  
519-621-2761

*Metropolitan Toronto & Region CA*  
5 Shoreham Dr.  
**Downsview M3N 1S4**  
416-661-6600

*Niagara Penninsula CA*  
Box 460  
**Fonthill L0S 1E0**  
416-892-2621

*Kawartha Region CA*  
Box 819  
**Fenelon Falls K0M 1N0**  
705-887-3112

*Credit Valley CA*  
**Meadowvale L0J 1K0**  
416-451-1615

*Halton Region CA*  
310 Main St.  
**Milton L9T 1P4**  
416-878-4131

*South Lake Simcoe CA*  
Box 282, 120 Bayview Ave.  
**Newmarket L3Y 4X1**  
416-895-1281

*Otonabee Region CA*  
727 Lansdowne St. W.  
**Peterborough K9J 1Z2**  
705-745-5791

*Ganaraska Region CA*  
Box 328, 56 Queen St.  
**Port Hope L1A 3W4**  
416-885-6067



*Central Lake Ontario CA*  
1650 Dundas St. E.  
**Whitby L1N 2K8**  
416-579-0411

## EASTERN REGION

*Regional Office*  
Government Bldg.  
Van Buren St.  
**Kemptville K0G 1J0**  
613-258-3413

*Moir River CA*  
217 North Front St.  
**Belleville K8P 3C3**  
613-968-3434

*South Nation River CA*  
Box 118  
**Berwick K0C 1G0**  
613-984-2400

*Mississippi Valley CA*  
Box 419  
**Carlton Place K7C 3P5**  
613-257-4272

*Cataraqui Region CA*  
R. R. 1  
**Glenburnie K0H 1S0**  
613-546-9965

*Rideau Valley CA*  
Box 599, Mill St.  
**Manotick K0A 2N0**  
613-692-3571

*Crowe Valley CA*  
Box 416  
**Marmora K0K 2M0**  
613-472-3137

*Raisin Region CA*  
Box 10  
**Martintown K0C 1S0**  
513-528-4584

*Napanee Region CA*  
25 Ontario St. W.  
**Napanee K7R 3S6**  
613-354-3312

*Prince Edward Region CA*  
Box 310  
**Picton K0K 2T0**  
613-476-2249

*Lower Trent Region CA*  
441 Front St.  
**Trenton K8V 6C1**  
613-394-4829

## NORTH CENTRAL REGION

*Regional Office*  
435 James St. S.  
Box 5000  
**Thunder Bay 'F' P7C 5G6**  
807-475-1264

*Lakehead Region CA*  
Box 3476  
Oliver Rd., Golf Links Rd.  
Junot Extension  
**Thunder Bay P7B 5J9**  
807-344-5857/8/9/0

## NORTHEASTERN REGION

*Regional Office*  
174 Douglas St. W.  
**Sudbury P3E 1G1**  
705-673-1111

*North Bay - Mattawa CA*  
Box 1215, 348 Fraser St.  
**North Bay P1B 3W7**  
705-474-5420

*Sault Ste. Marie Region CA*  
99 Foster Dr., Civic Centre  
**Sault Ste. Marie P6A 5X6**  
705-949-9111

*Nickel District CA*  
200 Brady St.  
**Sudbury P3E 5K3**  
705-674-1249

*Mattagami Region CA*  
167 Wilson Ave.  
**Timmins P4N 2T2**  
705-264-5309

## **SOUTHWESTERN REGION**

*Regional Office*  
1106 Dearness Dr.  
**London N6E 1N9**  
519-681-5350

*Catfish Creek CA*  
R. R. 5  
**Aylmer N5H 2R4**  
519-773-9605 (Mon. & Thurs.)

*Lower Thames Valley CA*  
100 Thames St.  
**Chatham N7L 2Y8**  
519-354-7310

*Essex Region CA*  
10 Talbot St. S.  
**Essex N8M 1A7**  
519-776-5209/0

*Ausable Bayfield CA*  
Box 459  
**Exeter N0M 1S0**  
519-235-2610

*Saugeen Valley CA*  
R. R. 1  
**Hanover N4N 3B8**  
519-364-1255

*Upper Thames River CA*  
Box 6278, Station 'D'  
**London N5V 5S1**  
519-451-2800

*North Grey Region CA*  
Box 759  
**Owen Sound N4K 5W9**  
519-376-3076

*Sauble Valley CA*  
Box 759  
**Owen Sound N4K 5W9**  
519-376-3076

*Kettle Creek CA*  
R. R. 8  
**St. Thomas N5P 3T3**  
519-631-1270

*Long Point Region CA*  
Box 525  
**Simcoe N3Y 4N5**  
519-426-4623

*St. Clair Region CA*  
205 Mill Pond Cres.  
**Strathroy N7G 3P9**  
519-245-3710

*Maitland Valley CA*  
Box 5  
**Wroxeter N0G 2X0**  
519-335-3557 (Gorrie)

**LAND MANAGEMENT BR LAND ACQUISITION**  
416-965-2738

**MNR 2**

*Land Acquisition Section* purchases private land for Ministry needs and maintains a computerized statistical file of all properties. Provides guidance to the regional and district offices in carrying out effective interim property management of acquired lands until they are put into final use. This Section is also responsible for crown land evaluations to ensure fairness and consistency on a provincial basis. Regional and district offices are listed under this Ministry's Field Organization entries, MNR 4 or MNR 6.

# LAND MANAGEMENT BR MINING LANDS

416-965-1380

MNR 22

Mining Lands Section develops methods and standards for management and protection of public lands for *mining* purposes; e.g. claim staking, *Exploratory Licences of Occupation*, permits for *sand* and *gravel* removals, assessment work, leases, etc.

The Province is divided into nine mining divisions and 48 districts that are involved with mining functions. These divisions and districts are under the direction of the Ministry's 8 Regional Directors. The Mining Recorders, who are in charge of the mining divisions are responsible for the administration of *The Mining Act* which involves the staking and recording of mining claims and performance of assessment work. The District Managers, who are in charge of the districts, issue *quarry* permits under *The Mining Act* for the removal of sand and gravel. They also accept and investigate applications for *licences* to remove sand from beds, banks, beaches or water under *The Beach Protection Act*. These licences are issued by the Minister.

The Mining Recorders are located at the mining division offices listed below. For the 48 district offices and 8 regions, see this Ministry's Field Organization entries, MNR 4 or MNR 6.

808 Robertson St.  
Box 5160  
**Kenora P9N 3X9**  
807-468-3111  
(Kenora Mining Division)

P.O. Box 669  
**Sioux Lookout P0V 2T0**  
807-737-2100  
(Patricia Mining Division)

4 Government Rd. E.  
P.O. Box 984  
**Kirkland Lake P2N 1A2**  
705-567-9241  
(Larder Lake Mining Division)

199 Larch St.  
**Sudbury P3E 5P9**  
705-675-4125  
(Sudbury Mining Division)

Ontario Government Building  
Box 324  
**Red Lake P0V 2M0**  
807-727-2250  
(Red Lake Mining Division)

P.O. Box 5000  
**Thunder Bay P7C 5G6**  
807-475-1311  
(Thunder Bay Mining Division)

75 Elgin St.  
Box 669  
**Sault Ste. Marie P6A 5N2**  
705-254-6884  
(Sault Ste. Marie Mining Division)

60 Wilson Ave.  
**Timmins P4N 2S7**  
705-267-1401  
(Porcupine Mining Division)  
Whitney Block, Rm 1522  
99 Wellesley St. W.  
**Toronto M7A 1W3**  
416-965-1322  
(Eastern Ontario)

# LAND MANAGEMENT BR PUBLIC LANDS

416-965-2741

MNR 23

The Public Lands Section administers *The Public Lands Act* which is the statutory authority for managing and disposing of rights in *crown* (public) *lands*.

Public land management is the custodianship and protection of the 84% of Ontario that

is crown land outside of provincial parks. It involves controls on land uses and users; protecting land from adverse claims, littering and abuse; and, in unorganized territory, providing public garbage disposal facilities and controlling development on private lands.

Public land disposition is the granting of rights in crown land to individuals or corporations for purposes such as cottaging, farming or for commercial or industrial uses. The crown land needs of other ministries and governments are met through transfer of administration and control of the required sites.

A planning process precedes disposition of crown lands - for example, *lake* planning is done before *cottage* lots are selected and developed.

Public land may be granted for short terms (by various types of leasehold) or permanently (by freehold grant).

The section gives direction to the 8 regions and 48 districts which comprise the Ministry's field organization, and also provides advice to the Minister and senior management on land-related matters.

#### LAND MANAGEMENT BR RESOURCE ACCESS

MNR 2

416-965-5735

The Ministry's *Resource Access Activity* which involves the construction and maintenance of access *roads* to all resources on *Crown lands* managed by the Ministry. For information, contact the regional and district offices listed under this Ministry's Field Organization entries, MNR 4 or MNR 6.

#### LAND MANAGEMENT BR TITLES

MNR 2

416-965-1319

The *Titles Section* issues crown leases, *land patents* (crown patents), *licences of occupation*. Can give information (from the Domesday Book) on land that was formerly *crown land*. Maintains *acreage tax* rolls; carries out forfeiture process for patented *mining* lands. All of this data is available at the main office. Coordinates inactive *mine* program which includes hazard identification, enforcement of *safety* requirements, *lien* placement and collection. For information contact the regional and district offices listed under this Ministry's Field Organization entries, MNR 4 or MNR 6.

#### LAND USE COORDINATION BR

MNR 2

416-965-2899

The Branch establishes methods and procedures to coordinate planning for the use of *crown land*. Participates in *land use planning* done by other ministries. Coordinates the preparation of *environmental assessments* for the Ministry subject to the *Environmental Assessment Act*, (965-5344). Coordinates the input to and review of plans of *municipalities* and other agencies relative to this Ministry's plans and programs. Coordinates the development and maintenance of the policy and planning systems for the Ministry's Lands and Waters Group. Field offices are responsible for the development and implementation of regional and district land use planning; input into and review of the land use planning of other agencies in both the public and the private sector; and the planning for and implementation of the Ministry's responsibilities under the *Environmental Assessment Act*. Regional and district offices are listed under this Ministry's Field Organization entries, MNR 4 or MNR 6.



## OFFICE OF INDIAN RESOURCE POLICY 416-965-6045

MNR 27

The Office researches and responds to specific Indian land claims and problems. Keeps the Ministry aware of the possible extent of future *land* claims. Develops Ministry positions and prepares recommendations to Cabinet. Does *research* in consultation with other ministries, the federal government, *Indian Band Councils* and *Native peoples* associations. On the direction of Cabinet, negotiates the settlement of valid land claims with the Indian people involved. Coordinates and/or initiates Ministry policy development that has a significant impact on Native peoples, i.e. wild rice, *hunting* and *fishing* treaty rights, *crown land* allocation, etc.

## SURVEYS & MAPPING BR 416-965-6225

MNR 28

The Surveys & Mapping Br provides topographic and cadastral descriptions of Ontario's land base. It furnishes cartographic, drafting, graphics and legal *survey* services to the Ministry, and geographical referencing, geographic nomenclature, (place names), *remote sensing* and topographic *mapping* services to the government. The Branch Director is the Surveyor General of Ontario. Branch programs are described individually under the Surveys & Mapping Br entries that follow. Maps are distributed by the Ministry's Public Service Centre, Administrative Services Branch, 965-6511; district offices, listed under this Ministry's Field Organization entries, MNR 4 or MNR 6, can provide information.

## SURVEYS & MAPPING BR MAPPING SERVICES 416-965-4941

MNR 29

Surveys & Mapping Br, Mapping Services provides information and liaison on Government *mapping* programs and services. It coordinates policy and priorities for Ministry-wide cartographic drafting and graphic services and government-wide Ontario Basic Mapping and Regional Priority Mapping programs. It also furnishes government-wide geographic nomenclature (place names) services.

The Basic Mapping Section (965-1208) operates the government-wide Ontario Basic Mapping and Regional Priority programs of topographic mapping designed to *map* Ontario by 1992 and to provide a common base for *geographical referenced* information. Handles contracts with industry for area topographic mapping and with municipalities for urban topographic mapping.

The Cartography Section (965-4941) prepares this Ministry's coloured thematic *maps* including territorial, *parks*, *hunting* and *fishing* maps, *geological* maps, coloured brochures and graphics, and Ontario's *Electoral District* Maps.

The Drafting Section (965-7108) prepares the Ministry's *land* status index plans (T plans, i.e., *township* or area plans and M plans, i.e., showing *mining* rights, staking claims) and furnishes drafting and graphics services to the Ministry's groups and branches.

The Nomenclature Section (965-6515) maintains official record of *geographical names* of features such as natural lakes, rivers, islands and unincorporated populated places in Ontario, and provides administrative support to *Ontario Geographic Names Board*. It conducts toponymic *surveys* throughout Ontario and furnishes nomenclature information to government agencies and the public.

The Ontario Geographic Names Board (416-755-1141) advises the Minister of Natural

Resources on official *names* that should be applied to *geographical* features and unincorporated populated places in Ontario.

#### SURVEYS & MAPPING BR REMOTE SENSING

MNR 30

416-965-8411

*Ontario Centre for Remote Sensing* is a service organization within the government that undertakes applied *research* in and promotion of the use of *remote sensing* in Ontario. The Centre analyzes and interprets airborne and spaceborne remotely-sensed data (e.g., aerial *photographs* and other forms of aerial imagery, satellite imagery) in visible, infrared, thermal and radar ranges of the electromagnetic spectrum.

#### SURVEYS & MAPPING BR SURVEYING SERVICES

MNR 31

416-965-4538

The Surveys & Mapping Br, Surveying Services provides information and liaison on surveying and *geographical referencing* services. Coordinates policy, priorities and development of Ministry-wide control *surveys* and legal surveys activities, and government-wide *geographical* referencing activities.

The Geographical Referencing Section (965-4538) undertakes *research* and development of *geographical referencing* concepts and standards; carries out studies in automated cartography and associated digital information systems; collects and correlates control survey network data for input to the provincial horizontal control data bank (COSINE); maintains the multi-purpose adjustment and analysis program (MANOR); installs precise calibration base lines; publishes specifications and guidelines for horizontal control *surveys*.

The Survey Section (965-2714) appoints and instructs surveyors to make municipal *surveys* and Crown re-surveys under the *Surveys Act*; examines plans, conducts public hearings and confirms disputed lost lines, *boundaries* or corners; examines plans of survey for alienation of *crown land*; maintains custody of plans and field notes of original Crown surveys (a *Library* at Rm. 6645, Whitney Block, Queen's Park, is open to the public) and provides expertise on their interpretation. Administers agreements for the performance of coordinate surveys; undertakes legal surveys for the Ministry. Under the *Surveys Act*, *financial assistance* (maximum \$5,000 per survey in any one year) is provided to *municipalities* undertaking a municipal survey.

### MINERAL RESOURCES GROUP

#### MINERAL RESOURCES BR

MNR 32

416-965-1559

The Branch develops and administers *mineral* resources policies. Maintains *statistics* on mineral economics (965-1016) and determines availability of resources such as *metals*, industrial minerals and nonmetals. Issues precious metals *refinery licences*. The Branch administers the *Pits & Quarries Control Act* (965-3127) and Section 113 of the *Mining Act*. Contact district offices listed under this Ministry's Field Organization entries, MNR 4 or MNR 6.

The Mine Tax Assessment Section (965-1062) issues annual *assessment (tax)* notices to Ontario *mining* companies on the basis of profit. Administers the *Mining Tax Act*.

## ONTARIO GEOLOGICAL SURVEY

MNR 33

77 Grenville St., 11th Floor

Toronto M5S 1B3

416-965-0190

Provides information on the *geology* and *mineral* resources of Ontario to encourage mineral resource exploration, to provide a basis for *land-use planning*, and to aid in the development of non-renewable resource policies. Activities include geological, geophysical, and geochemical *surveys*; mineral deposit studies; geochronology studies; development of new exploration techniques; and presentation of classes and lectures on minerals and *rocks*. The *Geoscience Laboratories* (965-1337), provide identification, chemical analyses, and assays of mineral, rock, and ore samples. The Branch administers the *Geoscience Research Grants Program* (965-1546) to aid geoscience research at Ontario universities.

The *Mines Library* (965-1352) serves Ministry staff, the mining industry, and the general public (by special arrangement) but offers reference service only. The Library contains publications on *geology*, *mining*, and *mineral* resources. Its holdings include reports of the Ontario Department of Mines from 1891, the Geological Survey of Canada from 1845, other provincial Departments of Mines, the United States Geological Survey, and selected material on geochemistry, geophysics, and areal geology for Precambrian regions of the world. Special indexes, bibliographies, and abstracts enable users to research most earth science topics. The Library subscribes to over 200 journals and newspapers and has a large collection of geological and aeromagnetic *maps* of Ontario. Photocopies are provided at a nominal charge and a monthly accession list is circulated to staff and outsiders by request.

The *Assessment Files Research Office* (965-6139) provides access to: exploration reports and drill-hole logs, mineral deposit data and a computer based geoscience index.

Geological Field Offices administered by the Ministry's Regional Offices provide local consultative services to government, industry, and the public on the geology and mineral deposits of their region. A regional library of published and unpublished geoscience information is maintained in each Office, including reports of the Ontario Geological Survey and Mineral Resources Branch, reports of other government agencies, records of exploration activity submitted for assessment work credit, company prospectuses, and reports from the files of the Ontario Securities Commission. There are fifteen geological field offices throughout the Province:

Box 500  
**Bancroft K0L 1C0**  
 613-332-3940

South Boundary Rd.  
**Kemptville K0G 1J0**  
 613-258-3413

Temiskaming Testing Laboratory  
 Presley St.  
**Cobalt P0J 1C0**  
 705-679-8313

808 Robertson St.  
**Kenora P9N 3X9**  
 807-468-3111

Brendale Square  
**Huntsville P0A 1K0**  
 705-789-9611

4 Government Rd. E.  
**Kirkland Lake P2N 1A2**  
 705-567-5242



458 Central Ave.  
**London N6B 2E5**  
519-433-8431

Box 860  
**Red Lake P0V 2M0**  
807-727-2252

10670 Yonge St.  
**Richmond Hill L4C 3C9**  
416-884-9203

69 Church St.  
**Sault Ste. Marie P6A 5L5**  
705-942-1414

Box 1089  
**Sioux Lookout P0V 2T0**  
807-737-1291

199 Larch St., 10th Fl.  
**Sudbury P3E 5P9**  
705-675-4128

435 James St. S.  
**Thunder Bay P7C 5G6**  
807-475-1331

60 Wilson Ave.  
**Timmins P4N 3W2**  
705-267-1401

Metcalf St.  
**Tweed K0K 3J0**  
613-478-2330

## **OUTDOOR RECREATION GROUP**

**FISHERIES BR**  
416-965-7883

**MNR 34**

Fisheries Branch coordinates *fisheries* regulations across the province through preparation, interpretation and legislation. Main office provides support and guidance to regional and district offices by providing: expertise in biology, sociology, economics, computerized data, legislation and administration as it relates to fisheries management; special services such as program evaluation, priority setting and policy formulation; planning, programming and auditing provincial *fish* culture operations to meet the need for resource management and recreational fishing. Also assigns production targets and distribution schedules for provincial hatcheries and develops and implements the policy that affects fish habitat and its management.

Regional offices are responsible for coordinating and implementing Ministry programs assigned to that region which are to be delivered through the Ministry field organization. The offices set regional priorities and allocate resources in accordance with approved policies and programs and provide support services and management information for the districts.

District offices are responsible for fisheries program delivery and the enforcement of legislation. They recommend changes in policies, programs or standards. The District offices provide information on hatcheries and sanctuaries, farm ponds, *permits* and special *licences*, *fishing* conditions and regulations, open seasons, fish identification and conservation. For a listing of regional and district offices, fish assessment units and fish culture centres, see this Ministry's Field Organization entries, MNR 4 or MNR 6. The Fisheries Research Stations are also listed there under Year Round Work Centres.



## NATURAL RESOURCES LIBRARY

MNR 35

416-965-6319

The Natural Resources *Library* at Queen's Park and the *Research Library* in Maple (416-832-2761) are part of the Outdoor Recreation Group. They serve Ministry staff, other libraries, and members of the public working on special projects in the natural resources for which material is not available elsewhere. The public may use material for reference only. The Library operates the *Ministry reading room* to provide public access to all publications, statutes, regulations, and most manuals and internal procedures used by the Ministry.

## PROVINCIAL PARKS &amp; RECREATIONAL AREAS

MNR 36

BR

416-965-2745

Provincial Parks and Recreational Areas Br manages provincial *parks*, *canoe* routes, *water* access points, *snowmobile* trails, *waterfowl hunting* areas. Also manages park *campgrounds*, trails and concessions. Cooperates with federal government and municipalities in planning parks and provides *financial assistance* to municipalities for park development. Develops and coordinates provincial parks planning and other public *recreation* facilities. Assists other government and private agencies with related planning. *Films* on provincial parks are available. Provincial parks information and films can be obtained from the Ministry's regional and district offices or by writing to this Branch. In Toronto call: 965-3081 for parks information 967-0427 for park vacancy reports in the summer.

Listed alphabetically below are provincial parks and the corresponding district offices and telephone numbers. See this Ministry's Field Organization entries, MNR 4 or MNR 6, for the full addresses of the regional and district offices.

*Aaron*  
807-223-3341  
(Dryden District)

*Balsam Lake*  
705-324-6121  
(Lindsay District)

*Algonquin*  
705-637-2780  
(Algonquin Park District)

*Bass Lake*  
705-728-2900  
(Huron District)

*Antoine*  
705-474-5550  
(North Bay District)

*Batchawana Bay*  
705-949-1231  
(Sault Ste. Marie District)

*Arrowhead*  
705-645-5244  
(Bracebridge District)

*Blue Lake*  
807-223-3341  
(Dryden District)

*Awenda*  
705-728-2900  
(Huron District)

*Bon Echo*  
613-478-2330  
(Tweed District)

*Bonnechere*  
613-732-3661  
(Pembroke District)

*Bronte Creek*  
519-658-9356  
(Cambridge District)

*Caliper Lake*  
807-274-5337  
(Fort Frances District)

*Carillon*  
613-933-1774  
(Cornwall District)

*Carson Lake*  
613-732-3661  
(Pembroke District)

*Charleston Lake*  
613-342-8524  
(Brockville District)

*Chutes*  
705-869-1330  
(Espanola District)

*Craiglieth*  
519-376-3860  
(Owen Sound District)

*Cyprus Lake*  
519-376-3860  
(Owen Sound District)

*Darlington*  
705-324-6121  
(Lindsay District)

*Devil's Glen*  
705-728-2900  
(Huron District)

*Driftwood*  
705-637-2780  
(Algonquin Park District)

*Earl Rowe*  
705-728-2900  
(Huron District)

*East Sister Island*  
519-354-7340  
(Chatham District)

*Emily*  
705-324-6121  
(Lindsay District)

*Esker Lakes*  
705-642-3222  
(Kirkland Lake District)

*Fairbank*  
705-522-7823  
(Sudbury District)

*Fathom Five*  
519-376-3860  
(Owen Sound District)

*Ferris*  
613-354-2173  
(Napanee District)

*Finlayson Point*  
705-569-3622  
(Temagami District)

*Fitzroy*  
613-822-2525  
(Ottawa District)

*Five Mile Lake*  
705-864-1710  
(Chapleau District)

*Frontenac Park*  
613-354-2173  
(Napanee District)

*Fushimi Lake*  
705-362-4346  
(Hearst District)

*Gibson River Nature Reserve*  
705-728-2900  
(Huron District)

*Greenwater*  
705-272-4365  
(Cochrane District)

*Grundy Lake*  
705-746-4201  
(Parry Sound District)

*Halfway Lake*  
705-522-7823  
(Sudbury District)

*Holiday Beach*  
519-354-7340  
(Chatham District)

*Inverhuron*  
519-376-3860  
(Owen Sound District)

*Inwood*  
807-475-1511  
(Thunder Bay District)

*Ipperwash*  
519-354-7340  
(Chatham District)

*Iroquois Beach*  
519-773-9241  
(Aylmer District)

*Ivanhoe*  
705-864-1710  
(Chapleau District)

*John E. Pearch*  
519-773-9241  
(Aylmer District)

*Kakabeka Falls*  
807-475-1511  
(Thunder Bay District)

*Kap-kig-iwan*  
705-642-3222  
(Kirkland Lake District)

*Kettle Lakes*  
705-267-7951  
(Timmins District)

*Killarney*  
705-522-7823  
(Sudbury District)

*Killbear*  
705-746-4201  
(Parry Sound District)

*Klotz Lake*  
807-854-1030  
(Geraldton District)

*Lake Nipigon*  
807-887-2120  
(Nipigon District)

*Lake of the Woods*  
807-274-5337  
(Fort Frances District)

*Lake on the Mountain*  
613-354-2173  
(Napanee District)

*Lake St. Peter*  
613-332-3940  
(Bancroft District)

*Lake Superior*  
705-856-2396  
(Wawa District)

*Lady Evelyn*  
705-569-3622  
(Temagami District)

*Long Point*  
519-426-7650  
(Simcoe District)

*MacGregor Point*

519-376-3860

(Owen Sound District)

*MacLeod*

807-854-1030

(Geraldton District)

*Mara*

705-728-2900

(Huron District)

*Mark S. Burnham*

705-324-6121

(Lindsay District)

*Marten River*

705-474-5550

(North Bay District)

*Matawatchan Nature Reserve*

613-732-3661

(Pembroke District)

*Mattawa River*

705-474-5550

(North Bay District)

*McRae Point*

705-728-2900

(Huron District)

*Middle Falls*

807-475-1511

(Thunder Bay District)

*Mikisew*

705-645-5244

(Bracebridge District)

*Missinaibi*

705-864-1710

(Chapleau District)

*Mississagi*

705-356-2234

(Blind River District)

*Murphy's Point Park*

613-259-2942

(Lanark District)

*Nagagamis*

705-362-4346

(Hearst District)

*Neys*

807-825-3205

(Terrace Bay District)

*North Beach*

613-354-2173

(Napanee District)

*Oastler Lake*

705-746-4201

(Parry Sound District)

*Obatanga*

705-856-2396

(Wawa District)

*Ojibway*

807-737-1140

(Sioux Lookout District)

*Ojibway Prairie Nature Reserve*

519-354-7340

(Chatham District)

*Ouimet Canyon*

807-475-1511

(Thunder Bay District)

*Pakwash*

807-727-2253

(Red Lake District)

*Pancake Bay*

705-949-1231

(Sault Ste. Marie District)

*Peters Woods Nature Reserve*

705-324-6121

(Lindsay District)



*Petroglyphs*  
613-332-3940  
(Bancroft District)

*The Pinery*  
519-354-7340  
(Chatham District)

*Point Farms*  
519-357-3131  
(Wingham District)

*Polar Bear*  
705-336-2987  
(Moosonee District)

*Port Bruce*  
519-773-9241  
(Aylmer District)

*Presqu'île*  
613-354-2173  
(Napanee District)

*Quetico*  
807-597-6971  
(Atikokan District)

*Rainbow Falls*  
807-825-3205  
(Terrace Bay District)

*Remi Lake*  
705-335-6191  
(Kapuskasing District)

*Restoule*  
705-474-5550  
(North Bay District)

*Rideau River*  
613-822-2525  
(Ottawa District)

*Rock Point*  
416-892-2656  
(Niagara District)

*Rondeau*  
519-354-7340  
(Chatham District)

*Rushing River*  
807-468-9841  
(Kenora District)

*Samuel de Champlain*  
705-474-5550  
(North Bay District)

*Sandbanks*  
613-354-2173  
(Napanee District)

*Sandbar*  
807-934-2233  
(Ignace District)

*Sauble Falls*  
519-376-3860  
(Owen Sound District)

*Selkirk*  
519-426-7650  
(Simcoe District)

*Serpent Mounds*  
705-324-6121  
(Lindsay District)

*Sharbot Lake*  
613-478-2330  
(Tweed District)

*Sibbald Point*  
416-832-2761  
(Maple District)

*Sibley*  
807-475-1511  
(Thunder Bay District)

*Silent Lake*  
613-332-3940  
(Bancroft District)

*Silver Lake*  
613-259-2942  
(Lanark District)

*Sioux Narrows*  
807-468-9841  
(Kenora District)

*Six Mile Lake*  
705-728-2900  
(Huron District)

*South Nation*  
613-933-1774  
(Cornwall District)

*Springwater*  
705-728-2900  
(Huron District)

*Sturgeon Bay*  
705-746-4201  
(Parry Sound District)

*The Shoals*  
705-864-1710  
(Chapleau District)

*Tidewater*  
705-336-2987  
(Moosonee District)

*Trillium Woods Nature Reserve*  
519-773-9241  
(Aylmer)

*Turkey Point*  
519-426-7650  
(Simcoe District)

*Wakami*  
705-864-1710  
(Chapleau District)

*Wasaga Beach*  
705-728-2900  
(Huron District)

*Waubashene Beaches*  
*Nature Reserve*  
705-728-2900  
(Huron District)

*Wheatley*  
519-354-7340  
(Chatham District)

*White Lake*  
705-856-2396  
(Wawa District)

*Winisk Park*  
807-854-1030  
(Geraldton District)

*Windy Lake*  
705-522-7823  
(Sudbury District)

PROVINCIAL PARKS COUNCIL  
Chairman  
Environmental Studies Bldg.  
Rm 214, University of Waterloo  
Waterloo N2L 3G1  
519-885-1211, Ext. 2762

MNR 37

Advises the Minister of Natural Resources on policy, planning, development and management of Ontario provincial *parks* in relation to Ontario's changing *recreational* needs. Monitors and makes recommendations on the implementation of *Algonquin Park Master Plan*. The Coordinator who handles Ministry of Natural Resources involvement with the Council is located at:

Room 3331  
 Whitney Block  
 Queen's Park  
 Toronto M7A 1W3  
 416-965-2745

WILDLIFE BR  
 416-965-4251

MNR 38

Wildlife Branch manages Ontario's *wildlife* resource programs including habitat; develops and recommends wildlife programs and policy; recommends related laws and regulations; plans programs to manage wildlife including moose, deer, bear, upland game, *waterfowl*, non-game and endangered species, and all flora and fauna excluding fish. Measures hunter participation and harvest; develops *hunting* seasons. The Research Section at Maple conducts *research* on wildlife ecology, diseases, and species and animal behaviour:

*Wildlife Research*  
 Ministry of Natural Resources  
 Dufferin St.  
 Maple L0J 1E0  
 416-832-2761

The Policy Development Section (416-965-7641) develops policy and options; reviews *land use planning* and resources development in Ontario to ensure that *wildlife* interests are considered. Administers the *federal-provincial* agreement to develop Ontario's renewable natural resources for the improvement of the socio-economic status of *Native peoples*. The Branch can answer questions about *wild rice* harvesting.

The Wildlife Services Section (416-965-3345) coordinates the provincial *fur* management program and the hunter education program (965-4251), certifies hunter education instructors, and coordinates training courses for Ministry *hunting licence* examiners. *Wildlife Surveys and Records* (965-7054) verifies lost hunting licences and hunter examination certificates and carries out surveys of hunters and public interest in wildlife.

Wildlife Extension Section provides educational and informational services on Branch programs, maintains liaison with user and special interest groups, monitors land use patterns and works with landowners to facilitate private land management for wildlife, and interprets wildlife management and use to the public.

Wildlife staff members are located in Ministry district offices throughout the Province to provide local services such as: *wildlife* law enforcement; advice on nuisance wildlife control; *licensing* of *trappers*, hunter education instructors, hunters, and other persons who require permits for activities involving wildlife; information on *hunting* and other wildlife-based recreational opportunities in the areas for which they are responsible. District offices are listed under Ministry of Natural Resources, Field Organization.

## AGENCIES

## ALGONQUIN FORESTRY AUTHORITY

MNR 39

11 Main St. W.  
P.O. Box 1198  
Huntsville P0A 1K0  
705-789-9647

Algonquin Forestry Authority in Huntsville, Ontario is a crown corporation responsible for harvesting *timber* in *Algonquin Provincial Park* and for supplying logs to designated mills. It operates under a volume agreement with the Ministry of Natural Resources. The Algonquin Forest Authority has offices in Toronto and Pembroke:

*Chairman's Office*  
203 College St., 5th Flr.  
Toronto M5T 1P9  
416-965-3310

*Area Supervisor*  
84 Isabella St., P.O. Box 786  
Pembroke, K8A 6X9  
613-735-0173

## CANADA-ONTARIO RIDEAU-TRENT-SEVERN

MNR 40

## SECRETARIAT

340 George St. N.  
Peterborough K9H 7E8  
705-743-9311

Coordinates implementation of the Canada-Ontario Rideau-Trent-Severn (CORTS) agreement signed in February, 1975 by the federal Minister of Indian Affairs and Northern Development and the provincial Minister of Natural Resources. The agreement provides for coordinated planning and development of the recreational *land corridor* and *waterway* between Ottawa and Georgian Bay. Objectives include a *pollution free* environment, adequate public *recreation* areas and adequate commercial and private development.

## MINING AND LANDS COMMISSIONER

MNR 41

Mowat Block, Room 569  
Toronto M7A 1A2  
416-965-1824

Exercises administrative and judicial duties under *The Mining Act*, *The Mining Tax Act*, 1972, *The Beach Protection Act* and duties of the Minister of Natural Resources, assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture, disputes, hearing of *appeals*, *easements* and vesting orders. Application forms and supporting abstracts for applications for extension orders and *licence* renewals may be obtained from the Ministry's nine mining recorders, listed under Min. of Natural Resources, Land Management Br. Other applications should be made through the Mining and Lands Commissioner, Queen's Park. Notices of appeal under *The Mining Act* are required by that Act to be filed with the mining recorder. Where practicable, hearings are arranged in local court houses.



**NIAGARA PARKS COMMISSION**

MNR 42

Administration Bldg.  
Box 150  
Niagara Falls L2E 6T2  
416-356-2241

Operates a 56 kilometre system of parks along the Niagara River including *recreation* areas, scenic attractions, *historic sites*. The Niagara Parks Commission also runs a *horticultural* school.

**ST. CLAIR PARKWAY COMMISSION**

MNR 43

P.O. Box 700  
Corunna N0N 1G0  
519-862-2291

The Commission is responsible for the establishment of a parkway along the St. Clair River from Point Edward on Lake Huron to Mitchell's Bay on Lake St. Clair. The St. Clair Parkway Commission is a joint program of *parks* and *recreation* development by the Province of Ontario, County of Lambton, County of Kent, City of Chatham and the City of Sarnia.

**ST. LAWRENCE PARKS COMMISSION**

MNR 44

Morrisburg K0C 1X0  
613-543-2951

Operates and maintains *parks*, *campgrounds* and *historic sites* from the Ontario-Quebec border to 48 km west of Kingston on Highway 33. Historic sites are *Old Fort Henry* at Kingston and *Upper Canada Village*, 11 km east of Morrisburg. Other facilities include a *Wildfowl Sanctuary*, an 18 hole golf course, a paved air strip, a *railroad museum*, nature trails and Pioneer and Loyalist memorials. Winter *recreation* facilities include cross-country skiing, snowmobiling, tobogganing, snowshoeing. A *maple sugar bush* is located in Crysler Park. Skating and horse drawn sleigh rides are available at Upper Canada Village. A marina and riding stable are operated as concessions on Commission lands. The addresses of the historic sites are:

*Old Fort Henry*  
P.O. Box 213  
Kingston K7L 4V8  
613-542-7388

*Upper Canada Village*  
P.O. Box 740  
Morrisburg K0C 1X0  
613-543-2911  
Planning and Development Section 613-543-2335  
Service Area (Crysler Park) 613-543-2022

**WASAGA PARK PROJECT**

MNR 45

Box 183  
Wasaga Beach L0L 2P0  
705-429-2516

As part of a broader program of conserving areas containing unique natural resources and providing for public access to a large, high quality natural beach, the province has undertaken the development of a year-round *recreational* community at Wasaga Beach. This inter-ministry project involves integrated planning by Treasury & Economics, Inter-

gov't. Affairs, Transportation & Communications, Environment, Natural Resources, Housing, Industry & Tourism. The second 5-year phase involving *financial assistance* to the Town of Wasaga Beach for the construction of arterial road improvements and installation of sewage and water facilities commenced in 1978-79 upon Cabinet approval. The Ministry of Natural Resources coordinates the project.

## MINISTRY OF NORTHERN AFFAIRS

10 Wellesley St. E.

Toronto M4Y 1G2

(Location Exceptions Noted)

The Ministry of Northern Affairs represents a commitment by the Ontario government to the residents of northern Ontario. Its aim is to help overcome the obstacles faced by a relatively dispersed population living in a very large geographic area and to provide services and access to the government comparable with those available in the rest of the province.

The Ministry exercises its mandate by coordinating the programs and policies of other ministries and by providing supplementary funding where it is deemed necessary. In this way it ensures that the special needs of northerners are addressed by the government.

Northern Affairs undertakes projects that cover a wide spectrum including, but not restricted to: transportation; telecommunications; health; social services; public utilities; energy conservation; geological, environmental, agricultural and marketing projects and studies; arts promotion; tourism and industrial development; and general economic development. A key aim of the Ministry is to bring government closer to the people it serves and to act quickly and effectively in response to their needs. The Ministry has responsibility for the following Acts of the Ontario Legislature: The Ministry of Northern Affairs Act, The Ontario Northland Transportation Commission Act and The Local Services Boards Act.

### MINISTRY ORGANIZATION

MNA 1

While the Ministry has an office located in Toronto, much of the Ministry business is carried out on a day-to-day basis in *northern Ontario*. Regional offices, each headed by an Assistant Deputy Minister, are located in Sault Ste. Marie in the northeast and Kenora in the northwest. These offices, together with two subsidiary area offices in Sudbury and Thunder Bay, aim to identify problems and coordinate their resolution by bringing together the local interests and the provincial ministries concerned. In Toronto are the Minister's and Deputy Minister's offices and the Planning and Administrative Division, which contains the following branches: Information Services, Financial and Program Planning, Policy Development, and Administrative Support Services. Each Regional Office comprises a Community Relations Branch, located at the regional office, and a Regional and Community Development Branch, housed in the respective Area Office. In turn, the Community Relations Branches contain the local offices of the Ministry, which are found in 29 key communities across the north. Branch functions (including a list of Northern Affairs Offices) are described separately under the entries that follow. Regional and Area offices are listed below:

#### *Northeastern Regional Office*

421 Bay St., Ste. 301

**Sault Ste. Marie P6A 1X3**

705-942-0100

#### *Northwestern Regional Office*

12 Main St. S.

**Kenora P9N 1S7**

807-468-3135

#### *Northeastern Area Office*

199 Larch St., 4th Flr.

**Sudbury P3E 5P9**

705-675-4441

#### *Northwestern Area Office*

435 James St. S.

P.O. Box 5000

**Thunder Bay P7E 6E3**

807-475-1585

## COMMUNITY RELATIONS BR

MNA 2

The Ministry of Northern Affairs has two Community Relations Branches, located in Sault Ste. Marie and Kenora. They administer a network of 29 Northern Affairs 'store-front' offices, each staffed by an officer and clerical assistant, located in communities throughout northern Ontario. The role of the Northern Affairs Officer is to act as a contact point for government in northern communities and to attempt to solve problems for people who are removed from service points.

In many cases the Northern Affairs Officer's task is to function as a coordinator; in others it is to point the client to the appropriate government contact. He acts as the official agent for some other ministries' programs and is the central reference point for other federal, provincial and municipal departments, ministries, or agencies.

The Ministry operates an extensive telex network to speed the flow of information, particularly from the local offices to the regional offices and Toronto, and vice versa. In Toronto there are two liaison officers who answer requests for the northern offices and who contact the central offices of other ministries, departments and agencies.

Northern Affairs Officers assist *unorganized communities* (communities with no municipal government under the Municipal Act) in establishing *Local Services Boards*. These communities are unique to northern Ontario and a Local Services Board is a legally constituted body of members elected to act on behalf of the residents of an unincorporated community to ensure that basic services such as water supply, fire protection, sewage disposal, street lighting, garbage collection or recreational programs are provided on a continuing basis. Capital expenditures for the purchase of equipment or facilities necessary for such projects are made by the Ministry through the *Isolated Communities Assistance Fund*. Establishment of a Local Services Board is optional, as are the services it may choose to offer. Upon the establishment of a board, a community is eligible for an operating *subsidy* from the Ministry, providing the community raises half the budgeted costs.

The nearest Northern Affairs office can be reached from outlying communities without charge throughout northern Ontario by dialing the operator and asking for Zenith 33160.

Community Relations Branch offices are as follows:

## NORTHEASTERN ONTARIO

*Community Relations Br.*  
421 Bay St., Ste. 301  
**Sault Ste. Marie P6A 1X3**  
705-942-0100

## NORTHWESTERN ONTARIO

*Community Relations Branch*  
12 Main St. S.  
**Kenora P9N 1S7**  
807-468-3135

## NORTHERN AFFAIRS OFFICES

**Northeastern Ontario**  
  
13 Lawton St.  
**Blind River P0R 1B0**  
705-356-2226

3 Birch St.  
**Chapleau P0M 1K0**  
705-864-1515

161 Sixth Ave.  
**Cochrane P0L 1C0**  
705-272-4274



10 Brunswick Walk  
**Elliot Lake P5A 2A8**  
 705-848-7133

Espanola Mall, Hwy 68 S.  
**Espanola P0P 1C0**  
 705-869-1532

Northern Seasons Motel  
 915 George St.  
**Hearst P0L 1N0**  
 705-362-4358

253 Ambridge Drive  
**Iroquois Falls P0K 1E0**  
 705-232-4001

Model City Mall  
**Kapuskasing P5N 2E7**  
 705-335-6008

32A Prospect Ave.  
**Kirkland Lake P2N 3K1**  
 705-567-3291

P.O. Box 128, King & Young  
**Mindemoya P0P 1S0**  
 705-377-5396

Box 307  
**Moosonee P0L 1Y0**  
 705-336-2991

310 Whitewood Ave.  
**New Liskeard P0J 1P0**  
 705-647-7391

267 Main St. W.  
**North Bay P1B 2T8**  
 705-472-3911

444 Queen St. E.  
**Sault Ste. Marie P6A 1Z7**  
 705-254-6623

191 Main St.  
**Sturgeon Falls P0H 1G0**  
 705-753-2900

199 Larch St., 1st Flr.  
**Sudbury P3E 5P9**  
 705-675-4451

60 Wilson Ave.  
**Timmins P4N 2S7**  
 705-267-1401

55 Broadway Ave.  
**Wawa P0S 1K0**  
 705-856-2354

## NORTHERN AFFAIRS OFFICES

### Northwestern Ontario

23 Marks St.  
**Atikokan P0T 1C0**  
 807-597-2701

18 King St.  
**Dryden P8N 1B1**  
 807-223-5231

529 Mowat Ave.  
**Fort Frances P9A 1Z1**  
 807-274-5329

303 Main St.  
**Geraldton P0T 1M0**  
 807-854-0266

200 Beaver St.  
**Ignace P0T 1T0**  
 807-934-2260

12 Main St. S.  
**Kenora P9N 1S7**  
 807-468-5548

Penninsula Bldg.  
**Marathon P0T 2E0**  
 807-229-1153

408 Atwood Ave.  
**Rainy River P0W 1L0**  
807-852-3287

242 Howey St.  
**Red Lake P0V 2M0**  
807-727-2870

Prov. Bldg., 2nd Flr.  
**Sioux Lookout P0V 2T0**  
807-737-1318

428 E. Victoria Ave.  
**Thunder Bay P7C 1A5**  
807-475-1425

## REGIONAL & COMMUNITY DEVELOPMENT BR

MNA 3

Regional and Community Development Branches are located in Sudbury and Thunder Bay (addresses listed below). These Branches work with northern communities and other ministries in planning development strategies to improve conditions and to respond to local and regional needs throughout *northern Ontario*. Operationally, the Ministry has four main areas of interest: *transportation* and *communications*; community infrastructure; *economic* development; and improvement of the quality of life.

Activities within *transportation* and *communications* include setting the priorities and funding the highway construction program and the remote *airports* program in northern Ontario and, through the Ontario Northland Transportation Commission, providing rail, bus, airline, ferry and telecommunications services.

Community priority activities include *financial assistance* for construction of water mains and sewage systems and the development of industrial parks. Special assistance has been provided for communities undergoing severe economic dislocation or unusually rapid growth.

Funds are also made available to encourage resource development. Scientific studies, experimental hydro-electric and solar heating projects and alternative or novel energy recovery programs are undertaken. Regional economic development is stimulated through research, strengthening of industrial activity, promotion of tourism and the expansion of agriculture.

The Ministry contributes funds for a range of social and medical services, such as minimal care facilities for the elderly, medical and dental clinics, and bursaries for medical and dental students, audiologists and speech pathologists. An air ambulance service will start in 1981.

The Ministry of Northern Affairs takes a keen interest in improving the quality of life, and in this regard is involved in promoting the arts, providing funds for special projects to educational institutions and upgrading sports and recreational facilities. The Ministry is also encouraging the expansion of television services for residents of the north.

Northeastern Area Office  
199 Larch St., 4th Flr.  
**Sudbury P3E 5P9**  
705-675-4441  
Northwestern Area Office

435 James St. S.  
P.O. Box 5000  
**Thunder Bay P7E 6E3**  
807-475-1585

## PLANNING & ADMINISTRATION DIVISION

### ADMINISTRATIVE SUPPORT SERVICES

MNA 4

416-965-0288

Administrative Support Services provides direct services to the Toronto office and gives direction and support to regional administrative support staff as required. It develops and maintains the Ministry's *records management* plan, coordinates the Ministry's *youth employment* program and is responsible for personnel within the Ministry. Administrative Support Services maintains a liaison with the Ministry of Transportation and Communications which provides other coordinated administrative services.

### FINANCIAL & PROGRAM PLANNING BR

MNA 5

416-965-1669

Located in the Toronto office, the Financial and Program Planning Br develops program strategies and plans in support of the *economic* development of northern Ontario. It prepares long range financial forecasts and annual estimates for the Ministry. During the fiscal year it monitors and controls expenditures, and prepares financial reports and submissions for the Ministry and other agencies as required. The Branch also does program planning for the Ministry, including the preparation of multi-year plans, management-by-results reports and program evaluation.

### INFORMATION SERVICES BR

MNA 6

416-965-7577

The Information Services Branch informs the public, client groups and the news media about the Ministry's activities. It establishes communications policy for the Ministry, advises other branches on communications problems and provides support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials. The Branch also operates a *library* where books, periodicals, *films* and other materials dealing specifically with northern Ontario are available. The library operates the Ministry *reading room* in accordance with government freedom-of-information policy. It provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry. Besides those in the Toronto office, there are information officers in the two Regional offices at Sault Ste. Marie and Kenora, and the Area office at Thunder Bay. These field information officers are attached to the Community Relations Branch of the Ministry. Addresses are listed under separate headings.

### POLICY DEVELOPMENT BR

MNA 7

416-965-1417

The Policy Development Br works with other branches and other ministries to devise new policy initiatives to improve the *economic* and social conditions in *northern Ontario*. It maintains policy liaison within the Ministry and across the government, establishes priorities for *research* and policy development and monitors the effectiveness of government policies in the north.

## AGENCIES

ONTARIO NORTHLAND TRANSPORTATION  
COMMISSION

MNA 8

195 Regina St.  
North Bay P1B 8L3  
705-472-4500

The Ministry of Northern Affairs provides *rail, bus, ferry, air* and *telecommunications* services to northern Ontario through the Ontario Northland Transportation Commission.

Land *transportation* services include rail, bus and highway transport. *Rail* passenger services include the *Polar Bear Express* between Cochrane and Moosonee, the *Northlander* between Toronto and Timmins, a passenger train between North Bay and Cochrane, and a mixed passenger-freight train between Cochrane and Moosonee. Bus services are regularly scheduled between Toronto and North Bay and throughout northeastern Ontario. Charter and tour services can also be arranged.

*Rail freight* services are provided between North Bay and other points in northeastern Ontario. Highway freight services are the responsibility of Star Transfer Limited, a subsidiary of the ONTC that operates throughout northeastern Ontario and south to Toronto. Another subsidiary, Ontario Northland Express Services, makes available LCL (less than carload lot) deliveries from six terminals located at New Liskeard, Kirkland Lake, Noranda, Timmins, Cochrane and Moosonee.

The Commission operates the provincially owned airline, *norOntair*, which operates between small communities and major airports in the north and serves as a feeder for Air Canada and Nordair. The latter airlines provide reservation facilities.

A passenger, car and truck *ferry*, the *M.S. Chi-Cheemaun*, is operated by the Owen Sound Transportation Company, a subsidiary of the ONTC, between Tobermory on the Bruce Peninsula and South Baymouth on Manitoulin Island during the summer months. The Marine Services Department of the ONTC operates the *Chief Commanda*, a cruise *boat*, on Lake Nipissing from spring until fall, and a contract operator, Two Bay Enterprises Ltd. manages a freight and passenger service between Moosonee and Moose Factory Island during the same period.

The ONTC provides the following *telecommunications* services in northeastern Ontario: long distance telephone, private wire voice and teletype, commercial telegraph, radio and television transmission, mobile radio, special communications and local telephone. Consumer electric power is also available through the ONTC in Winisk and Fort Severn.

A further activity of the Commission is the operation of a *goose hunting* camp for six weeks each fall, east of Moosonee on the Harricanaw River.

*Toronto Passenger Sales Office*  
805 Bay St.  
**Toronto M5S 1Y9**  
416-965-4268

*Toronto Transportation &  
Marketing Office*  
805 Bay St.  
**Toronto M5S 1Y9**  
416-965-6388



*Star Transfer Limited*  
391 Creditstone Road  
**Concord L4K 1B1**  
416-661-2700

*Star Transfer Limited*  
740 Pine St. S.  
**Timmins P4N 7G6**  
705-264-2221

*ONTC Express Services*  
195 Regina St.  
**North Bay P1B 8L3**  
705-472-4500, Ext. 234

*ONTC Express Services*  
*Toronto Transportation & Marketing Office*  
305 Bay St.  
**Toronto M5S 1Y9**  
416-965-6388

*Owen Sound Transportation Company*  
**Owen Sound N4K 5P5**  
519-376-6601  
(Tobermory terminal-no direct dialing, ask operator for Tobermory 2212)  
(South Baymouth Terminal-705-859-3161)

*ONTC Marine Services*  
195 Regina St.  
**North Bay P1B 8L3**  
705-472-4500

*Two Bay Enterprises Limited*  
**Moosonee P0L 1Y0**  
705-336-2944

*ONTC Telecommunications*  
1500 Fisher St.  
Northgate Square  
**North Bay P1B 2H3**  
705-472-4500, Ext. 331

**MINISTRY OF REVENUE**

77Bloor St. W.

Toronto M7A 1X8

(Location Exceptions Noted)

The Ministry of Revenue administers the major taxing statutes of Ontario (such as The Corporations Tax Act, The Gasoline Tax Act, The Tobacco Tax Act, The Retail Sales Tax Act and The Land Transfer Tax Act). It conducts property assessments to provide the tax base for Ontario municipalities. It directs the Ontario Tax Credit program, the Guaranteed Annual Income System (GAINS), Ontario Property and Sales Tax Grants for Senior Citizens and the Small Business Development Corporations Program. It also operates the Province of Ontario Savings Office.

**DEPUTY MINISTER'S OFFICE****AUDIT SERVICES BR**

REVENUE 1

416-965-5275

Audit Services Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial, and operational controls.

**FINANCE & PRIORITIES PLANNING BR**

REVENUE 2

416-965-9243

Finance & Priorities Planning Branch is responsible for developing the Ministry financial and resource plan (ZBB). Prepares and coordinates the Ministry estimates through all stages. Develops and administers the Ministry operational performance and control (MBR). Maintains the Ministry resource utilisation and control system and reallocates resources as necessary. Acts as the Ministry liaison point with central agencies especially Management Board. Assists the Deputy Minister and other senior management by providing management information and support.

**LEGAL SERVICES BR**

REVENUE 3

416-965-1264

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Branch is responsible to the Attorney General's Office.

**SUPPORT SERVICES DIVISION****ADMINISTRATIVE & FINANCIAL SERVICE BR**

REVENUE 4

416-965-2907

Administration Section (965-2907) provides the Ministry with purchasing, storage, mailing, security and other central services.

Finance Section (965-1706) processes accounts payable and provides accounting service for all expenditures including payroll and employee benefits.

## COMMUNICATIONS SERVICES

REVENUE 5

416-965-2099

Communications Services informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. It provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

Participates in development of Ministry french language and customer service programs. Maintains a newspaper clipping service and *library* (965-3892) covering aspects of *tax*, *property assessment*, *public finance*, legislation and government and *business* administration. The Public Information Centre (Ministry *reading room*), attached to the library, provides public access to all Ministry publications, statutes, regulations, and most manuals and internal procedures used by the Ministry.

## MANAGEMENT SYSTEMS BR

REVENUE 6

16-965-5891

This Branch provides services and studies in data and word processing, business systems, forms control and design, and records management. In addition, it acts in a management consulting capacity, providing assistance to other branches in the area of planning, designing and implementing computer systems.

## OSHAWA RELOCATION UNIT

REVENUE 7

16-965-8169

The Unit is responsible for planning, coordinating and implementing Operation Oshawa, the plan for the relocation of the Ministry's head office functions to Oshawa in 1982.

## PERSONNEL SERVICES BR

REVENUE 8

16-965-1788

Personnel Services Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. Personnel Services Branch maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU). The Branch also plans, develops and coordinates the Affirmative Action Program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

## REVENUE PROGRAM

## CORPORATIONS TAX BR

REVENUE 9

100 Bloor St. W.

Toronto M7A 1Y1

416-965-1160

Corporations Tax Br administers the *Corporations Tax Act* which deals with corporations income tax (based on taxable income) and capital tax (based on taxable paid-up capital),

consents to revive or surrender charters or to dissolve a corporation voluntarily, and also deals with the special tax on *insurance* companies based on taxable insurance premiums.

## GUARANTEED INCOME & TAX CREDIT BR

REVENUE 10

77 Bloor St. W.

Toronto M7A 2B3

In Metro Toronto, dial 965-8470

Area Code 807, ask Operator for Zenith 8-2000

All other areas dial 1-800-268-7121

*Guaranteed Annual Income System (GAINS A)* ensures qualifying Ontario residents 65 or over a guaranteed monthly income. *Senior citizens* who receive the Old Age Security pension (OAS) and Guaranteed Income Supplement (GIS) will automatically receive GAINS if their monthly income falls below the guaranteed level. For more information call one of the telephone numbers listed above, free of charge.

*Ontario Tax Credits* consist of (1) a Property Tax Credit (2) a Sales Tax Credit and (3) a Political Contribution Tax Credit. The first two credits are designed to help people with low or moderate incomes pay their municipal *property tax* or *rent*, and *retail sales tax*. Even people with no taxable income may claim by filing a federal income tax return and completing the mauve Ontario Tax Credit form included in the federal kit. (People 65 or older are not eligible for these Credits but are eligible for Ontario Tax Grants, described separately). The third, the *Political* Contribution Tax Credit may be claimed by people who made a contribution to a registered Ontario political party, a constituency association, or a registered candidate in a provincial election. This credit may be claimed only if there is provincial tax payable after deducting the amount claimed under the first two credits. For more information call one of the telephone numbers listed above, free of charge.

*Ontario Tax Grants:* Ontario resident *senior citizens* 65 or older who pay *property tax* or *rent* may claim a *Property Tax grant* of up to \$500. Applications for this *grant* will be mailed annually to all *senior citizens* who are Old Age Security (OAS) recipients or who have previously completed an eligibility application and who have qualified. A *Retail Sales Tax* grant of \$50 will be mailed automatically to all OAS recipients and other previously qualified pensioners every year. Persons turning 65 after mid year who will qualify for OAS will automatically receive their Retail Sales Tax grant and an application for their Property Tax grant, sent towards the year end. All other seniors may phone the above toll-free telephone numbers for application details on both of these grants.

## MOTOR FUELS AND TOBACCO TAX BR

REVENUE 1

77 Bloor St. W.

Toronto M7A 1Y3

416-965-6352

Motor Fuels & Tobacco Tax Br administers and collects *tax* on the sale of *fuels* taxed under the *Gasoline Tax Act* (gasoline, aviation fuel, propane), the *Motor Vehicle Fuel Tax Act* (diesel fuel) and the *Tobacco Tax Act* (cigarettes, tobacco, cigars). The Branch provides refunds of these taxes when applicable and appoints or registers collectors, usual wholesalers or distributors, vendors of heating fuels and taxable diesel fuel users.

The Branch also administers the *Small Business Development Corporations Act*, the *Land Transfer Tax Act* and the *Provincial Land Tax Act*. The *Small Business Development Corporations Program* (965-2967) encourages private sector *investment* in small



*businesses* in Ontario and the provision of business and managerial expertise; individual investors who buy new equity shares in an SBDC receive a *grant* of 30% of their investment and *corporations* receive a 30% credit against their Ontario corporations income tax. *Land Transfer Tax* (965-1774) is a tax on individuals or corporations registering land or an interest in land in Ontario. It is two-fifths of 1 per cent on the first \$45,000 and four-fifths of 1 per cent on the rest. Non-residents of Canada pay 20% tax on restricted land (farm land, recreational land, etc.). Land Transfer Tax is paid to the Land Registrar before a conveyance is registered. *Provincial Land Tax* (965-1007) is a tax collected from landowners in *unorganized territories*. (For property assessments for this tax, contact closest regional Assessment Office, listed under Min of Revenue, Assessment, Field Operations Branch, REVENUE 20).

The Branch is also administering two acts, which were repealed in 1979, during their phase-out period: the *Succession Duty Act* (965-1700) and the *Gift Tax Act* (965-9081).

## RETAIL SALES TAX BR

REVENUE 12

77 Bloor St. W.

Toronto M7A 1Y3

416-965-4801

The Retail Sales Tax Branch administers the retail sales tax program in Ontario. This tax is collected by vendors from consumers at the time of purchase on most goods, services and prices of admission. The Branch operates district offices throughout Ontario. These offices (listed below) issue vendor *permits* (Provincial Sales Tax licenses) and provide information concerning exemptions and other aspects of the Retail Sales Tax including vendor information for those starting a business. Tax advice is given in numerous forms. Taxpayers' specific questions are answered by telephone, letter or in person; Sales Tax Guides are published about many areas of retail sales tax; a series of publications, seminars, lectures, exhibits, displays and visits to businesses promote general awareness of the tax. Rebates or refunds of tax are given under various circumstances; for example, if vendors over-remit the amount of tax they collected, or if goods are removed from Ontario by tourists. The district offices will assist taxpayers in making an application for a rebate or refund. Audits are done to ensure that tax is collected and paid in the correct way. Tax collected under *The Race Tracks Tax Act* is also administered by the Branch. All inquiries about retail sales tax should be made to one of the twelve retail sales tax district offices. Long-distance callers may contact the district offices in their area by using toll-free operator assisted Zenith lines.

208 Dundas St. E.

**Belleville K8N 1E3**

613-962-9103

Zenith 71820

(Regional Municipality of Durham-

Town of Newcastle

Counties of Frontenac, Haliburton

Hastings, Lennox &amp; Addington,

Northumberland, Peterborough,

Prince Edward, Victoria)

361 King St. W.

**Hamilton L8P 3B4**

416-528-8393

Zenith 71440

(County of Brant

Regional Municipalities of Halton

Peel, Hamilton-Wentworth)

449 Belmont Ave. W.  
**Kitchener N2M 1N2**  
519-576-8400  
Zenith 71020  
(Counties of Huron, Perth,  
Wellington, Regional Municipality  
of Waterloo)

310 Wellington Rd.  
**London N6C 4P4**  
519-433-3901  
Zenith 62350  
(Counties of Elgin, Lambton,  
Middlesex, Oxford)

1500 Fisher St.  
Northgate Plaza  
**North Bay P1B 2H3**  
705-474-4900  
Zenith 71420  
Toll Free 1-800-461-1564  
(Districts of Cochrane, Nipissing,  
Parry Sound, Timiskaming)

19 Front St. N.  
P.O. Box 670  
**Orillia L3V 6K5**  
705-325-9587  
Zenith 71830  
(Counties of Bruce, Dufferin, Grey  
Simcoe, District Municipality  
of Muskoka, Regional Municipality  
of Durham-Townships of Brock,  
Uxbridge (Scott),  
Regional Municipality of York-  
Township of Georgina,  
East Gwillimbury)

1355 Bank St.  
**Ottawa K1H 8K7**  
613-523-9760  
Zenith 71400  
(Regional Municipality of  
Ottawa-Carleton  
United Counties of Stormont,  
Dundas & Glengarry,  
Prescott & Russell,  
Leeds & Grenville, Counties of  
Lanark, Renfrew)

199 Larch St.  
**Sudbury P3E 5P9**  
705-675-4351  
Zenith 71850  
(Districts of Algoma, Manitoulin,  
Sudbury, Regional Municipality  
of Sudbury)

435 James St. S.  
P.O. Box 5000  
**Thunder Bay P7C 5G6**  
807-475-1681  
Zenith 72310  
(Districts of Kenora, Rainy River,  
Thunder Bay)

2300 Yonge St., 10th Flr.  
**Toronto M4P 1H6**  
416-487-7161  
Zenith 71800  
(Regional Municipality of Durham-  
City of Oshawa, Towns of Ajax,  
Pickering, Whitby,  
Townships of Scugog, Uxbridge,  
Regional Municipality of York-  
Towns of Aurora, Markham,  
Newmarket, Richmond Hill, Vaughan,  
Whitchurch-Stouffville,  
Township of King  
Regional Municipality of  
Metropolitan Toronto)

76 Division St.  
**Welland L3B 3Z7**  
416-732-1318  
Zenith 71410  
(Regional Municipality of  
Haldimand-Norfolk, Niagara)  
(In St. Catharines & Niagara Falls,  
416-688-1360/68)

250 Windsor Ave.  
**Windsor N9A 6V9**  
519-252-4404  
Zenith 71450  
(Counties of Essex, Kent)

**SPECIAL INVESTIGATIONS BR**  
416-965-7767

REVENUE 13

This Branch undertakes special audits and investigations regarding *tax* compliance problems, with special emphasis on the prevention of tax evasion, and recommends prosecution where there is evidence of evasion. Also, deals with voluntary disclosure of tax irregularities.

**TAX APPEALS BR**  
416-965-5836

REVENUE 14

Tax Appeals Branch processes all tax *appeals* filed under the following tax statutes administered by the Ministry: *the Corporations Tax Act, the Gasoline Tax Act, the Land Transfer Tax Act, The Motor Vehicle Fuel Tax Act, the Retail Sales Tax Act, the Tobacco Tax Act, and the Small Business Development Corporations Act*. Established in October, 1979, this new service consolidates the appeal functions previously performed independently by branches of the Ministry. Forms may be obtained by contacting the Toronto office at 965-5836 or local Retail Sales Tax Offices (see list under this Ministry's Retail Sales Tax Br entry).

**TAX SYSTEM OPERATIONS & DESIGN DIVISION**

**REVENUE & OPERATIONS RESEARCH BR**  
416-965-2923

REVENUE 15

This Branch is responsible for liaison between the Ministries of Revenue and Treasury and Economics, as well as other Federal and Provincial tax authorities. The Branch undertakes *research* on *tax* operations and problems, coordinates changes in legislation and monitors revenue flow.

**TAXATION DATA CENTRE**  
416-965-4563

REVENUE 16

This Branch is responsible for processing revenues received under the *taxing* statutes as well as the payment of all refunds and grants to the public. The Branch also provides accounting and data processing system support for the Tax Revenue Program.

**TAXPAYER SERVICES BR**  
416-965-7324

REVENUE 17

This Branch provides *tax* information to the general public in the form of seminars, publications and an inquiry service. As well, it provides customer support services to the other branches of the Tax Revenue Program.

**ASSESSMENT PROGRAM**

**ASSESSMENT POLICIES & PRIORITIES BR**  
416-965-9292

REVENUE 18

This Branch provides staff support to the Assistant Deputy Minister, is responsible for policy liaison with federal, provincial and municipal authorities and monitors the effectiveness of *assessment* legislation and developments in other jurisdictions. It is also responsible for strategic planning, budgeting and evaluation, training and publications.

## ASSESSMENT SERVICES DIVISION

DATA SERVICES & DEVELOPMENT BR  
416-965-3305

REVENUE 19

This Branch is responsible for *assessment* information management, including the supply of *computer* data services to assessors, municipalities and school boards. It also develops new assessment and data processing systems.

ASSESSMENT FIELD OPERATIONS BR  
416-965-5189

REVENUE 20

The Assessment Field Operations Br through regional offices throughout Ontario (listed below) *assesses* all *real property* for purposes of municipal and school taxation and, in *unorganized territories*, for *Provincial Land Taxes*. It undertakes the annual *enumeration* program for *municipalities*, which produces municipal *voters* lists, lists of persons who can be called for *jury* duty, identification of supporters for *schools* and demographic *statistics*. The Branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the clerk or treasurer of the appropriate municipality.

## REGIONAL ASSESSMENT OFFICES

(Zenith numbers are effective only  
in an office's area of  
responsibility)

109 Ferris Lane  
**Barrie L4M 2Y1**  
705-728-2270, Zenith 56600  
(Simcoe)

P.O. Box 150  
Pine St.  
**Bracebridge P0B 1C0**  
705-645-5204, Zenith 69200  
(Muskoka)

63 Charing Cross  
Box 1176  
**Brantford N3T 5T3**  
519-759-6310, Zenith 94300  
(Brant, Haldimand-Norfolk)

P.O. Box 712  
95 Parkdale Ave.  
**Brockville K6V 5V8**  
613-342-8242, Zenith 45080  
(Lanark-Leeds, Grenville)

150 Main St.  
**Cambridge N1R 1W3**  
519-623-5210, Zenith 67140  
(Waterloo)

P.O. Box 1140  
435 Grand Ave. W.  
**Chatham N7M 5L8**  
519-354-5460, Zenith 65500  
(Kent, Lambton)

132 Second St. E.  
**Cornwall K6H 5S7**  
613-933-7100, Zenith 45960  
(Prescott, Russell, Stormont,  
Dundas, Glengarry)

P.O. Box 190  
57 Napier St.  
**Goderich N7A 3Z2**  
519-524-7326, Zenith 66500  
(Huron, Perth)

286 Victoria Rd. N.  
**Guelph N1E 5J3**  
519-821-7440, Zenith 68550  
(Dufferin, Wellington)



447 Main St. E.  
**Hamilton L8N 1K1**  
 416-528-8621  
 (Wentworth)

1055 Princess St.  
**Kingston K7L 4Y8**  
 613-546-3801, Zenith 47360  
 (Frontenac, Lennox, Addington)

P.O. Box 267  
 33 Lindsay St. S.  
**Lindsay K9V 4S1**  
 705-799-5203, Zenith 34850  
 (Haliburton, Peterborough,  
 Victoria)

Treasure Island Plaza  
 R. R. #4  
**London N6A 4B8**  
 519-681-0050, Zenith 63310  
 (Elgin, Middlesex, Oxford)

55 City Centre Dr.  
**Mississauga L5B 2C8**  
 416-270-8050, Zenith 86730  
 (Halton-Peel)

460 Oak St.  
**Newmarket L3Y 3X6**  
 416-920-2372 (Toronto)  
 416-895-8644 (Newmarket)  
 Zenith 58500  
 (York)

P.O. Box 167  
 1650 Main St. W.  
**North Bay P1B 8H2**  
 705-474-6150, Zenith 51280  
 (Nipissing, Parry Sound)

161 Laurier Ave. W.  
**Ottawa K1P 5J2**  
 613-236-5600, Zenith 45980  
 (Ottawa-Carleton)

P.O. Box 670  
 345 Eighth St. E.  
**Owen Sound N4K 5R4**  
 519-371-1121, Zenith 64220  
 (Bruce, Grey)

24 Pembroke St. W.  
**Pembroke K8A 5M3**  
 613-735-0181, Zenith 48680  
 (Renfrew)

180 Brock St.  
**Sault Ste. Marie P6A 3B7**  
 705-949-3941, Zenith 27930  
 (Algoma)

43 Church St.  
 Landmark Bldg.  
**St. Catharines L2R 7A7**  
 416-688-0233, Zenith 89550  
 (Niagara)

199 Larch St., 12th Flr.  
**Sudbury P3E 5P9**  
 705-675-4200, Zenith 49860  
 (Manitoulin, Sudbury)

55 Doncaster Ave.  
**Thornhill L3T 1L7**  
 416-889-9503  
 (North York)

115 Johnson Ave.  
**Thunder Bay P7B 2V9**  
 807-345-1221, Zenith 50960  
 (Kenora, Rainy River, Thunder Bay)

P.O. Box 3000  
**Dryden**  
 807-223-5351, Zenith 50960  
 (Thunder Bay Sub-Office)

533 Mowat Ave.  
**Fort Frances P9A 1Z1**  
 807-274-3283, Zenith 50960  
 (Thunder Bay Sub-Office)

300 McClellan Ave.  
**Kenora P9N 1A8**  
 807-468-5585, Zenith 50960  
 (Thunder Bay Sub-Office)

145 Wilson Ave.  
**Timmins P4N 2T2**  
 705-264-9455, Zenith 98395  
 (Cochrane, Timiskaming)

2221 Yonge St.  
**Toronto M4S 2B4**  
 416-486-6300  
 (City of Toronto)

7 Overlea Blvd.  
**Toronto M4H 1A8**  
 416-423-1240  
 (Scarborough, East York)

4 Eva Rd.  
**Toronto (Etobicoke) M9C 2A8**  
 416-621-9400  
 (Etobicoke, York)

P.O. Box 520  
 80 Division St.  
**Trenton K8V 5R7**  
 613-392-2501, Zenith 48660  
 (Northumberland, Hastings,  
 Prince Edward)

605 Rossland Rd. E.  
**Whitby L1N 5S1**  
 416-668-9351, Zenith 67140  
 (Durham)

250 Windsor Ave.  
**Windsor N9A 6V9**  
 519-254-3771, Zenith 58120  
 (Essex)

**ASSESSMENT SPECIAL PROPERTIES BR**  
 416-965-1681

**REVENUE 21**

This Branch provides valuation expertise and advice to regional *assessment* offices on properties of all types. Moreover, it undertakes the defense of complex assessments under judicial appeal and develops assessment valuation procedures and techniques.

**PROVINCE OF ONTARIO SAVINGS OFFICE**  
 77 Bloor St. W.  
**Toronto M7A 2A9**  
 416-965-1791

**REVENUE 22**

The Province of Ontario Savings Office (POSO), established in 1921, operates twenty-one branches in fifteen Ontario communities which provide *banking* services to the public. Deposits received by POSO from the public are carried in individual accounts which pay competitive interest rates with free chequing privileges. Other financial services such as safety deposit boxes, travellers' cheques, money orders and the purchase and sale of securities are available. Offices across Ontario are listed alphabetically by community:

34-36 Talbot St.  
**Alymer N5H 1J7**  
 519-773-3271

153 Wyndham St. N.  
**Guelph N1H 4E9**  
 519-821-2101

138 Dalhousie St.  
**Brantford N3T 2J3**  
 519-753-4131

36-38 James St. S.  
**Hamilton L8P 2Y2**  
 416-528-6391

318 Ottawa St. N.  
**Hamilton L8H 4A1**  
 416-547-6202

353 Richmond St.  
**London N6A 3C2**  
 519-432-1197

171 Sparks St.  
**Ottawa K1P 5B9**  
 613-566-3700

825 Second Ave. E.  
**Owen Sound N4K 5P3**  
 519-376-6025

40 Pembroke St. W.  
**Pembroke K8A 6X3**  
 613-732-7821

49 Main St. S.  
**Seaforth N0K 1W0**  
 519-527-0210

106 King St.  
**St. Catharines L2R 6W8**  
 416-688-4661

134 Queen St.  
**St. Marys N0M 2V0**  
 519-284-2260

328 Bay St.  
**Toronto M5H 2S7**  
 416-363-7282

519 Danforth Ave.  
**Toronto M4K 1P5**  
 416-463-1117

2035 Danforth Ave.  
**Toronto M4C 1J8**  
 416-698-8320

Queen's Park, Rm. M1-40  
 Macdonald Block  
**Toronto M7A 2A9**  
 416-965-1785

112 St. Clair Ave. W.  
**Toronto M4V 2Y3**  
 416-925-3887

439 University Ave.  
**Toronto M5G 1Y8**  
 416-965-3891

236 Durham St.  
**Walkerton N0G 2V0**  
 519-881-3321

372 Ouellette Ave.  
**Windsor N9A 1A6**  
 519-254-4324

396 Dundas St.  
**Woodstock N4S 1B7**  
 519-537-8194

**MINISTRY OF THE SOLICITOR GENERAL****25 Grosvenor St.****Toronto M7A 1Y6****(Location Exceptions Noted)**

The Ministry of the Solicitor General is responsible for law enforcement and public safety in Ontario. Its programs include supervision of the Ontario Provincial Police, the Ontario Police Commission, the Ontario Police Arbitration Commission, the Chief Coroner's Office, the Centre of Forensic Sciences, the Office of the Fire Marshal, and Forensic Pathology.

**OFFICE OF THE DEPUTY MINISTER****INTERNAL AUDIT**

416-965-5020

**SOL GEN 1**

Internal Audit Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial, and operational controls.

**LEGAL SERVICES**

416-965-3440

**SOL GEN 2**

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Services Branch is responsible to the Attorney General's Office.

**LEGAL SERVICES RETAIL BUSINESS HOLIDAYS****ACT**

416-922-5450

**SOL GEN 3**

The Retail Business Holidays Act came into force Jan. 1, 1976 to provide for common days of rest on which retailing is kept to a minimum and leisure time activity is encouraged. It requires Ontario retail business establishments to close each Sunday, New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day. Certain business establishments are exempt. The law is enforced by the police. Telephone No. 922-5450 provides recorded information. If faced with a legal problem or in order to get an authoritative interpretation of the law, refer to the Act or consult a lawyer. The Act is available from: Ontario Government Bookstore, 880 Bay St., Toronto (965-2054).

**MINISTRY SECRETARIAT**

416-965-2048

**SOL GEN 4**

Ministry Secretariat provides staff support to the Minister and Deputy Minister in policy development, planning, budget preparation, communications, and the application of modern management techniques. The information service function for the Ministry is performed by the Communications Policy Advisor (965-2048) who informs the public, client groups and the media about the Ministry's activities. The Advisor establishes communications policy for the Ministry and advises its branches on communications problems and provides communications support to the Minister and the Deputy Minister. Activities include media liaison, answering public inquiries, and producing and distributing



publications, news releases and audio-visual materials. Among the Ministry's *films* (available upon request by calling or writing to the Communications Advisor, 25 Grosvenor St., Toronto M7A 1Y6) are films covering subjects such as youth *crime*, practical crime prevention, *Native peoples* policing, arson investigation and *fire* service officers training. The Secretariat operates a Ministry *reading room* (at 25 Grosvenor St., 11th Flr., 965-1223) which provides access to the Ministry's publications, statutes and some manuals and internal procedures used by the Ministry. The Secretariat also coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

## ADMINISTRATION DIVISION

### ADMINISTRATIVE SERVICES BR 416-965-7115

SOL GEN 5

Administrative Services Branch provides the purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration). The Administrative Services Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The Branch is also responsible for office safety supervision.

### FINANCIAL SERVICES BR 416-965-4425

SOL GEN 6

Financial Services Branch is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

### PERSONNEL SERVICES BR 416-965-6784

SOL GEN 7

Personnel Services Br performs the personnel functions for the Ministry with the exception of OPP uniformed recruitment, uniformed staff development and staff relations with the Ontario Provincial Police Association (OPPA) which is the responsibility of the OPP Career Management Branch. The Personnel Branch may be reached at 965-8404 for the following services: civilian recruitment, classification (all), documentation (all), staff relations (civilian). For other functions contact 965-6784. Personnel Services Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. Personnel Services Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. Personnel Services Branch maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

**PLANNING & EVALUATION BR**  
416-965-5126

SOL GEN 8

Planning & Evaluation Br provides overall Ministry coordination of strategic planning, evaluation and priority setting. Assists program managers to establish objectives and priorities; develops measures of performance, effectiveness, costs, benefits and statistical techniques. Provides systems development and maintenance services to ministry agencies. Develops and maintains the ministry Management By Results (MBR) System; evaluates performance by monitoring input and output through a Quarterly Performance Report and identifies productivity improvements by keeping abreast of research and technological developments in other jurisdictions. Also encourages productivity studies on operations and represents the Ministry at meetings with other agencies and jurisdictions on *statistics, metric conversion* and other special projects.

**PUBLIC SAFETY DIVISION**

**CENTRE OF FORENSIC SCIENCES**  
25 Grosvenor St.  
Toronto M7A 2G8  
416-965-2561

SOL GEN 9

The Centre of Forensic Sciences prepares legally admissible evidence for law enforcement officers, attorneys, coroners, etc. by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of *breathalyzers* and the training of operators (965-9507). Maintains a *library* and provides *educational* programs and materials for persons and agencies using *forensic* science services.

**FIRE MARSHAL'S OFFICE FIRE ADVISORY SERVICES**  
590 Keele St.  
Toronto M6N 4X5  
416-965-4858

SOL GEN 10

Fire Advisory Services assists *municipalities* in establishing municipal fire departments, e.g., conducts staff training and technology courses. Develops fire prevention by-laws, prepares equipment specifications. Conducts municipal fire protection *surveys* and fire department promotion examinations. Fire Advisory district offices are listed below.

*Headquarters*  
590 Keele St.  
**Toronto M6N 4X2**  
416-965-4858

6 Stewart Drive  
**Burford N0E 1A0**  
519-449-5108  
(Counties of Brant, Oxford  
Regions of Niagara,  
Hamilton-Wentworth,  
Haldimand-Norfolk)

252 College St. W.  
**Belleville K8P 2H5**  
613-962-6391  
(Counties of Frontenac, Hastings  
Lennox & Addington,  
Northumberland,  
Peterborough, Prince Edward)

169 Forest St.  
**Chatham N7L 2A7**  
519-351-3547  
(Counties of Essex  
Lambton, Kent)

1402 First St. E.  
**Cornwall K6H 1P4**  
 613-932-4677  
 (Counties of Leeds & Grenville,  
 Stormont, Dundas & Glengarry,  
 Prescott & Russell)

242 St. Charles St.  
**Dryden P8N 1M3**  
 807-223-2792  
 (Districts of Kenora,  
 Rainy River)

3 Borden St.  
**Guelph N1G 1Z3**  
 519-824-3410  
 (Counties of Bruce, Grey,  
 Wellington,  
 Region of Waterloo)

14 Rickey Place  
**Kanata K2L 2E3**  
 613-836-2830  
 (Counties of Lanark, Renfrew,  
 Region of Ottawa-Carleton)

337 Leonard St.  
**North Bay P1B 5K5**  
 705-472-5003  
 (Districts of Manitoulin,  
 Nipissing, Sudbury, Parry Sound,  
 Region of Sudbury)

14 Dalton Crescent N.  
**Orillia L3V 5J5**  
 705-325-8204  
 (Counties of Haliburton,  
 Simcoe, Victoria,  
 District of Muskoka)

219 Doncaster Road  
**Sault Ste. Marie P6C 2T7**  
 705-253-9073  
 (Districts of Algoma, Sudbury  
 (North-West))

408 Kingsway  
**Thunder Bay P7E 2A7**  
 807-623-8981  
 (District of Thunder Bay)

498 Westmount Blvd.  
**Timmins P4N 7L5**  
 705-267-5998  
 (Districts of Cochrane,  
 Timiskaming)

25 Patika Ave.  
**Toronto (Weston) M6N 2E7**  
 416-247-2383  
 (County of Dufferin,  
 Metro Toronto,  
 Regions of Durham, Halton,  
 Peel, York)

590 Keele St.  
**Toronto M6N 4X2**  
 416-965-4858  
 (Counties of Elgin, Huron,  
 Middlesex, Perth)

# FIRE MARSHAL'S OFFICE FIRE INVESTIGATIONS

SOL GEN 11

590 Keele St.  
 Toronto M6N 4X2  
 416-965-4861

Fire Investigations Services investigates the causes of *fires* in which there has been a *death* or large loss, a possibility of arson, or a *gaseous* explosion. Assists Crown attorneys and coroners dealing with these matters. Fire investigators can be called directly for fire investigations. Their telephone numbers and the areas they serve are listed below. If a fire investigator is not available, notify senior fire investigators at the Toronto address, above, during normal office hours. Outside these hours, the Queen's Park Operator can be called at 416-965-1211.

**Belleville**

(Counties of Northumberland,  
Peterborough, Hastings, Lennox  
& Addington & Prince Edward,  
County of Victoria  
South of Highway 48)  
613-398-7508

**Bracebridge**

(County of Simcoe, North of  
Highways 12 & 48, County of  
Victoria,  
North of Highway 48  
County of Haliburton,  
District Municipality of Muskoka,  
District of Parry Sound,  
District of Nipissing  
South of Highway 17, & County of  
Renfrew, North of Portage Road)  
705-645-9122

**Brockville**

(Counties of Frontenac  
Lanark, Leeds & Grenville  
County of Renfrew, South of  
Portage Road)  
613-342-5061

**Cornwall**

(Counties of Dundas, Stormont,  
Glengarry, Russell & Prescott)  
613-528-4576

**Guelph**

(Counties of Wellington,  
South of Highway 9 and  
Regional Municipality  
of Waterloo)  
519-824-5406

**Ingersoll**

(Counties of Oxford, Perth  
& Elgin)  
519-485-5676

**London**

(Counties of Middlesex, Kent,  
Lambton)  
519-455-0460

**Mount Forest**

(Counties of Huron, Bruce  
Grey & Dufferin, County of  
Wellington, North of Highway 9,  
County of Simcoe, South of  
Highway 12)  
519-323-4678

**Ottawa**

(Regional Municipality of  
Ottawa-Carlton)  
613-745-2736

**Sault Ste. Marie**

(District of Algoma, except  
Manitoulin Island, District  
of Sudbury, West of a  
Verticle Line,  
North & South from  
Foleyet through Ramsey)  
705-949-7086

**Sudbury**

(District of Nipissing, North  
of Highway 17, Reg.  
Municipality of Sudbury South  
of Highway 101 & East of a  
verticle line North & South  
from Foleyet through Ramsey,  
Manitoulin Island)  
705-674-8160

**Thunder Bay**

(Districts of Thunder Bay,  
Rainy River & Kenora)  
807-577-2266

**Timmins**

(Districts of Timiskaming,  
Cochrane & Sudbury  
District, North of Highway 101)  
705-654-1821

**Windsor**

(County of Essex)  
519-735-3079



**FIRE MARSHAL'S OFFICE PUBLIC INFORMATION**

SOL GEN 12

590 Keele St.  
 Toronto M6N 4X2  
 416-965-4871

The Public Information Section provides information service on *fire* prevention and public *safety*. Releases articles and information to the news media. Supplies *municipal* fire departments with technical, legal and educational publications for public distribution. Publishes fire loss *statistics*. Provides *films* and *audio-visual* materials.

**FIRE MARSHAL'S OFFICE TECHNICAL & CONSULTING SERVICES**

SOL GEN 13

590 Keele St.  
 Toronto M6N 4X2  
 416-965-4851

Technical & Consulting Services advises ministries and agencies and participates in *fire* codes and advisory committees. Through fire protection offices listed below, approves results of product tests for *fire safety*. Approves plans for government *buildings* including institutions and inspects *hotels* not already licensed and inspected by the Liquor Licence Board. Issues *licences* to *lightning rod* installers and agents; inspects these installations.

1431 Lakeshore Road  
**Burlington L7S 1B4**  
 416-639-7142

(Haldimand-Norfolk, Niagara, Brant, Hamilton-Wentworth, Waterloo, Wellington, Halton, Peel, Dufferin, Part of York, Part of Simcoe, and part of Metropolitan Toronto)

Merrickville Road  
**Smiths Falls K7A 5B8**  
 613-283-3753

(Hastings, Prince Edward, Lennox & Addington, Frontenac, Renfrew, Lanark, Ottawa-Carleton, Grenville, Dundas, Stormont, Russell, Glengarry, and Prescott)

420 Central Ave. Apt. 6006  
**London N6B 2E7**  
 519-433-9563

(Essex, Kent, Lambton, Elgin, Middlesex, Oxford, Perth, Huron, Bruce and Grey)

3138 Hillsdale Drive  
 P. O. Box 441  
**Val Caron P0M 3A0**  
 705-897-6954

(Parry Sound, Nipissing, Plus the Whole of Northern Ontario)

164 Wilson Ave.  
**Peterborough K9J 1S5**  
 705-742-6426

(Part of York, Part of Simcoe, Part of Metropolitan Toronto, Durham, Victoria, Muskoka, Haliburton, Peterborough, and Northumberland)

## FORENSIC PATHOLOGY BR

SOL GEN 14

26 Grenville St.  
Toronto M7A 2G9  
416-965-1554

Assists in determining the cause of *deaths* in unusual circumstances and in unveiling concealed homicides through *autopsies* and biological and other techniques of *forensic* science. Supervises regional pathologists (who are not necessarily employed by the government but are called upon by coroners when necessary to perform forensic investigations). Supports pathologists' and law enforcement officers' continuing *education* in legal medicine and investigations of sudden deaths.

## OFFICE OF THE CHIEF CORONER

SOL GEN 15

26 Grenville St.  
Toronto M7A 2G9  
416-965-6678

Coroners investigate sudden and unexpected *deaths*; inform the public about prevention of similar deaths; order *autopsies* for medico-legal reasons; conduct *inquests*; sign certificates for *cremation* and for *shipment of bodies* out of Ontario. The Office administers the *Human Tissue Gift Act* and the *Anatomy Act* (concerning donation of bodies or parts of bodies for transplants, medical education or scientific research). Adults may give consent by signing donor section of *driver's licence* or donor card available from the Chief Coroner's Office; orally, during last illness, in presence of at least two witnesses; or in writing. The Office inspects *schools* of anatomy in Ontario and supplies them with donated or unclaimed bodies. Contact Chief Coroner's Office listed above or regional coroners listed below.

*Dr. J. K. Strathearn*  
P. O. Box 2297  
**Orillia L3V 6S2**  
705-326-8400  
(South Georgian Bay Region)

*Dr. W. S. Patterson*  
275 Ontario St. Suite 402  
**Kingston K7K 2X5**  
613-548-8962  
(Eastern Region)

*Dr. R. B. Penton*  
P. O. Box 580  
**St. Catharines L2R 6W8**  
416-682-9209  
(Niagara Region)

*Dr. J. P. MacKay*  
16 Sequin St. Suite 9  
**Parry Sound P2A 1B1**  
705-746-2123  
(Algonquin Region)

*Dr. R. D. MacKinlay*  
P. O. Box 604  
**Sarnia N7T 7J4**  
519-344-1180  
(Southwestern Region)

*Dr. W. E. Sullivan*  
955 Queen St. E.  
**Sault Ste. Marie P6A 2C3**  
705-253-4530  
(Northeastern Region)

*Dr. E. P. King*  
26 Grenville St.  
**Toronto M7A 2G9**  
416-965-6678  
(Central Region)

*Dr. W. W. Wigle*  
Box 3000  
**Dryden P8N 3B3**  
807-223-6956  
(Northwestern Region)

ONTARIO FIRE COLLEGE  
P. O. Box 850  
Gravenhurst P0C 1G0  
705-687-2294

SOL GEN 16

Presents in-residence courses of study for *municipal fire* department officers in fire protection technology. Together with the Ministry of the Solicitor General, Fire Advisory Services, it conducts regional fire training for municipal fire fighters in the basic training skills of fire prevention and fire fighting. It also provides curriculum assistance to county mutual fire aid associations in the development of their fire fighter training programs.

## OFFICE OF THE COMMISSIONER

POLICY ANALYSIS SECRETARIAT  
ONTARIO PROVINCIAL POLICE  
90 Harbour St.  
Toronto M7A 2S1  
416-965-2264

SOL GEN 17

The Secretariat serves the Ontario Provincial Police Commissioner's Office in the development of, or response to, policy initiatives in order to assist in a more effective decision making process.

## DEPUTY COMMISSIONER - SERVICES MANAGEMENT DIVISION

PLANNING & RESEARCH BR  
ONTARIO PROVINCIAL POLICE  
90 Harbour St.  
Toronto M7A 2S1  
416-965-2542

SOL GEN 18

The Branch objective is to provide a management and operational research and developmental support function to the OPP management and the Ministry in the areas of policy and procedures, manual and automated *systems technology*, *records storage* and maintenance, data processing and *statistical analysis*.

PROPERTIES BR  
ONTARIO PROVINCIAL POLICE  
90 Harbour St.  
Toronto M7A 2S1  
416-965-3931

SOL GEN 19

Provides coordinating services to all agencies within the Ministry for *buildings*, *properties*, leasing, parking and *telephone* requirements.

REGISTRATION BR PRIVATE INVESTIGATORS,  
SECURITY GUARDS  
ONTARIO PROVINCIAL POLICE  
125 Lakeshore Blvd. E.  
Toronto M5E 1A5  
416-965-5814

SOL GEN 20

The Registrar of Private Investigators and Security Guards investigates and approves the *licensing* of agencies that provide the services of *private investigators* and *security guards*. Issues licences to agency employees to act as private investigators or security guards. Ontario Provincial Police (OPP) district headquarters are listed under the OPP Field Operations Entry.

REGISTRATION BR CHIEF PROVINCIAL  
FIREARMS OFFICER  
ONTARIO PROVINCIAL POLICE  
125 Lakeshore Blvd. E.  
Toronto M5E 1A5  
416-965-5525

SOL GEN 21

The Chief Provincial Firearms Officer approves the issuing of *permits* to register and carry *firearms* in Ontario as outlined in the Criminal Code (Canada). The Branch represents the Solicitor General in firearms matters and administers the *Firearms Business Permit System* and the *Firearms Acquisition Certificate System*. Permits and acquisition certificates are issued by municipal police forces in municipalities exceeding 15,000 in population. In smaller communities, contact the local Ontario Provincial Police (OPP) detachment (see list under the OPP Field Operations entry, SOL GEN 38).

STAFF INSPECTIONS BR  
ONTARIO PROVINCIAL POLICE  
90 Harbour St.  
Toronto M7A 2S1  
416-965-4434

SOL GEN 22

Staff Inspections Br audits the programs and activities of the Ontario Provincial Police to ensure that the requirements of the *Police Act* and internal policy guidelines are adhered to. It also undertakes internal investigations, special studies and assignments.

## STAFF SERVICES DIVISION

COMMUNITY SERVICES BR  
ONTARIO PROVINCIAL POLICE  
90 Harbour St.  
Toronto M7A 2S1  
416-965-4474

SOL GEN 23

Community Services Br administers *crime* prevention and *safety* programs and provides public relations and information services for the Ontario Provincial Police (OPP) force. Program delivery is handled by the Field Offices listed under the Ministry of the Solicitor General OPP Field Operations entry, SOL GEN 38. The Branch also administers the *Complaints Bureau* (965-0282) which handles all complaints concerning the Ontario Provincial Police.



QUARTERMASTER STORES BR  
ONTARIO PROVINCIAL POLICE  
90 Harbour St.  
Toronto M7A 2S1  
416-965-4485

SOL GEN 24

The Branch is responsible for stocking and distributing items of uniform and equipment as well as forms used by the Ontario Provincial Police (OPP), the *Ontario Government Protective Service*, Native peoples policing and auxiliary *police*. Maintains a repository for *weapons* seized by police forces throughout the Province and which have been cleared by the courts for disposal. OPP district headquarters are listed under the OPP Field Operations entry, SOL GEN 38.

RECORDS & IDENTIFICATION BR  
ONTARIO PROVINCIAL POLICE  
90 Harbour St.  
Toronto M7A 2S1  
416-965-4456

SOL GEN 25

Maintains Ontario Provincial Police (OPP) major occurrences and administrative files and provides varityping, printing and mail services for the OPP. Has a *Crime Index Unit* which records and disseminates data on criminal activities and criminals to assist in identifying perpetrators of unsolved crime. The Forensic Identification Services Unit provides a service to various branches of the OPP, field identification units and other law enforcement agencies in forensic identification and has an Argon ion laser for fingerprint detection. The Photographic Laboratory maintains a complete graphic arts and photographic service for the OPP; is a resource centre for photographic equipment testing and evaluation of materials; operates an automated colour processing laboratory for the OPP; produces *audio visual* programs for the OPP and other ministries; and provides a drafting and design service. On behalf of the Ontario Police Commission, the Suspension Control Centre is housed within the Records and Identification Branch. This Unit provides driver licence suspension information to police forces within the province.

TELECOMMUNICATIONS BR  
ONTARIO PROVINCIAL POLICE  
90 Harbour St.  
Toronto M7A 2S1  
416-965-4445

SOL GEN 26

Provides a *communications* system to the Ontario Provincial Police (OPP) by the operation of the OPP *radio* system, an OPP-wide teletype network, *Canadian Police Information Centre* (CPIC) computer terminals (965-4773) and the *Police Automated Registration Information System* (PARIS). The Branch is responsible for the proper maintenance and auditing of these systems, for maintenance and improvement of the radio system and for the procurement and maintenance of radar *speed* metering equipment.

TRANSPORT BR  
ONTARIO PROVINCIAL POLICE  
128 Queen's Quay E.  
Toronto M5A 3Y5  
416-965-4477

SOL GEN 27

Provides and maintains the mobile equipment to meet Ontario Provincial *Police* (OPP)

*transportation* needs. There is a branch garage at the OPP district headquarters in Thunder Bay (807-344-8421) and another in Kenora (807-468-8971). OPP district headquarters are listed under the OPP Field Operations entry, SOL GEN 38.

## STAFF SERVICES DIVISION

### CAREER MANAGEMENT BR ONTARIO PROVINCIAL POLICE

SOL GEN 28

90 Harbour St.  
Toronto M7A 2S1  
416-965-4468

Administers *personnel* services to the Ontario Provincial Police (OPP) such as: uniformed personnel recruitment, manpower administration, staff development, staff relations and counselling services. The Manpower Administration Section (965-8120) provides uniformed staff recruitment, manpower deployment and statistics, and uniformed staff personnel records. The Career Planning Section (965-4468) provides staff development, management training courses, a central *library* for staff use, promotional process-performance reviews and position description maintenance. Staff Relations Section provides services to OPP staff and families, counselling for employees with various problems which affect performance, and liaison with *Ontario Provincial Police Association* (965-8406).

### TRAINING BR ONTARIO PROVINCIAL POLICE

SOL GEN 29

291 Sherbourne St.  
Toronto M5A 2R9  
416-965-5421

Provides *police* training courses for OPP force members at all levels including *motorcycle*, marine, search and rescue, police *dog* training and diver training. Coordinates the attendance of members at training courses conducted by other agencies.

## DEPUTY COMMISSIONER - OPERATIONS SPECIAL SERVICES DIVISION

### ANTI-RACKETS BR ONTARIO PROVINCIAL POLICE

SOL GEN 30

90 Harbour St.  
Toronto M7A 2S1  
416-965-8117

Provides assistance to all police forces and government agencies in Ontario on investigations relating to white collar *crime*, frauds, rackets, schemes, counterfeiting and forgery. District headquarters and detachments are listed under the OPP Field Operations entry, SOL GEN 38.

CRIMINAL INVESTIGATION BR  
ONTARIO PROVINCIAL POLICE

SOL GEN 31

90 Harbour St.  
Toronto M7A 2S1  
416-965-8105

Provides assistance to all *police* forces in Ontario and to other Ontario government agencies in the investigation of serious *criminal* activities. District headquarters and detachments are listed under OPP Field Operations entry, SOL GEN 38.

INTELLIGENCE BR  
ONTARIO PROVINCIAL POLICE

SOL GEN 32

90 Harbour St.  
Toronto M7A 2S1  
416-965-8108

Collects and disseminates police information relating to organized *crime*. District headquarters and detachments are listed under the OPP Field Operations entry, SOL GEN 38.

SECURITY BRANCH  
ONTARIO PROVINCIAL POLICE

SOL GEN 33

90 Harbour St.  
Toronto M7A 2S1  
416-965-8111

Provides police security for top government officials and visiting dignitaries. Provides expertise on all aspects of physical *security* to Ontario government ministries. The *Ontario Government Protective Services* provides uniformed *security guards* to patrol Ontario Government *buildings* in Metro Toronto.

SPECIAL INVESTIGATIONS BR  
ONTARIO PROVINCIAL POLICE

SOL GEN 34

90 Harbour St.  
Toronto M7A 2S1  
416-965-8114

The Branch provides assistance to Crown attorneys and law enforcement agencies including Chiefs of Police and other government agencies. Drug Enforcement Section (965-8114) conducts investigations concerning the suppression of illegal *drugs*. Liquor Laws Enforcement Section (965-8114) conducts investigations relating to *liquor* law infractions. Anti-Gambling Section (965-8114) deals with control of *gambling* and improprieties in thoroughbred and standardbred *horse racing*. The Branch is involved with control of *pornography* (965-1736). Auto Theft Section (965-8049) conducts investigations concerning all thefts of *motor vehicles* including organized vehicle thefts rings and expert vehicular (or parts) identification. District headquarters and detachments are listed under the OPP Field Operations entry, SOL GEN 34.

## FIELD DIVISION

FIELD ADMINISTRATION BR  
ONTARIO PROVINCIAL POLICE

SOL GEN 35

90 Harbour St.  
Toronto M7A 2S1  
416-965-4890

Field Administration Br provides administrative advice and assistance to the 16 Ontario Provincial Police (OPP) District headquarters and OPP detachments. The Branch is responsible for *manpower* deployment, administration of field budgets and Detachment Planning Program in all OPP jurisdictions. Also coordinates the activities of the *Helicopter* Section.

The Indian & Municipal Policing Services Section (965-4308) is part of this Branch. It is responsible for *Native Peoples* policing in Ontario. Programs include the appointments of special constables at the request of *Indian Band Councils* to *police* their particular reserves. The Ontario Provincial Police (OPP) administers the training, salary and equipment of the special constables through the provisions of the *federal-provincial* cost-sharing agreement. Municipal policing involves the drawing up of contracts with *municipalities* which have opted for policing by OPP rather than maintain their own force, and other related matters. Also provides flying patrols in the northwestern and eastern portions of the province. Police aircraft visit isolated Native peoples communities on a regular basis. District headquarters and detachments are listed in the OPP Field Operations entry, SOL GEN 38.

FIELD SUPPORT SERVICES BR  
ONTARIO PROVINCIAL POLICE

SOL GEN 36

90 Harbour St.  
Toronto M7A 2S1  
416-965-4400

Field Support Services Br administers the OPP *Auxiliary Police* program. Members of the auxiliary are utilized to augment the regular force and to assist with regular police duties. Those interested may apply at the local Ontario Provincial Police (OPP) detachment. Requirements to become a member of the OPP Auxiliary are similar to those of the regular force. The Branch monitors the training and operational aspects of regular force Tactics and Rescue Units, Canine teams, S.C.U.B.A. teams, Marine units, Explosives Disposal Units, Pipe Band (OPP Pipes & Drums). Coordinates and liaises with OPP Training Branch on the selection of force *personnel* for specialized courses. Coordinates and liaises with the Ministry of Natural Resources on *flood* control advisory information. OPP district headquarters and detachments are listed under the OPP Field Operations entry, SOL GEN 38.

## TRAFFIC DIVISION

TRAFFIC INVESTIGATIONS BR  
ONTARIO PROVINCIAL POLICE

SOL GEN 37

90 Harbour St.  
Toronto M7A 2S1  
416-965-5444

The Branch enforces *vehicle traffic* laws. Investigates complaints about all aspects of



traffic and analyzes *motor vehicle accidents*, from the point of view of traffic law enforcement, to determine how to make *highways* safer. District headquarters and detachments are listed under the OPP Field Operations entry, SOL GEN 38.

## OPP FIELD OPERATIONS

### OPP FIELD OPERATIONS

SOL GEN 38

The Ontario Provincial Police (OPP) field operations are undertaken through 16 district headquarters and about 190 detachments listed below. The district commander is responsible for OPP activities within each district and heads an internal administration unit. Each district headquarters has *criminal*, *traffic* and identification units and a community services co-ordinator. With the exception of the community services coordinator, district headquarters personnel primarily provide internal supervision and support for the OPP detachments.

The community services coordinator supervises the activities of community services officers at the detachment level and also attends *schools* and public functions to inform citizens on *crime* prevention, *safety* and other police oriented matters. The coordinator is a local contact for the media.

Detachment personnel provide policing service within their particular detachment area. In *emergencies*, the OPP can be contacted through the telephone operator by asking for 'Zenith 50,000.'

### DISTRICT HEADQUARTERS

20 Rose St.

Box 550

**Barrie L4M 4T7**

705-726-2220

(District #7)

400 North Front St.

Box 148

**Belleville K8N 4Z9**

613-968-5547

(District #9)

1160 North Shore Blvd. E.

Box 5021

**Burlington L7R 3Y8**

416-681-2591

(District #3)

317 Queen St.

Box 990

**Chatham N7M 5L6**

519-352-7660

(District #1)

222 Water St.

Box 1080

**Kenora P9N 3X7**

807-468-3357

(District #17)

823 Exeter Rd.

Box 3143

**London N6A 4J4**

519-681-0851

(District #2)

Mille Roches Road

Box 430

**Long Sault K0C 1P0**

613-534-2209

(District #11)

630 Main St. N.

Box 250

**Mount Forest N0G 2L0**

519-323-4070

(District #6)

Cor. Chippewa & Rose Ave.

Box 686

**North Bay P1B 8J8**

705-476-5200

(District #12)

75 Dufferin St.

Box 160

**Perth K7H 3E3**

613-267-6780

(District #10)

Highway 7

Box 477

**Peterborough K9J 6Z6**

705-748-5522

(District #8)

740 Great Northern Road

Box 399

**Sault Ste. Marie P6A 5M1**

705-254-4361

(District #14)

Highway 101

Box 700

**South Porcupine P0N 1H0**

705-235-3255

(District #15)

20 Young St. S.

Box 666

**Sudbury P3E 4R6**

705-675-1361

(District #13)

489 N. Algoma St.

Box 3080

**Thunder Bay P7B 5G5**

807-344-0891

(District #16)

Highway 401 & Keele St.

Box 327

**Downsview M3M 3A6**

416-248-3151

(District #5)

## DETACHMENTS

Box 965

**Alliston L0M 1A0**

705-435-5531

Box 640

**Almonte K0A 1A0**

613-256-2222

Loyalist Plaza

3 Manitou Crescent West

**Amherstview K7N 1S3**

613-389-8601

Box 10

**Apsley K0L 1A0**

705-656-4431

Box 10

**Armstrong P0T 1A0**

807-583-2394

Box 130

**Atikokan P0T 1C0**

807-597-2120

Box 281

**Bala P0C 1A0**

705-762-3304

Box 640

**Bancroft K0L 1C0**

613-332-2112

Box 550

**Barrie L4M 4T7**

705-726-6484

Beardmore, Ont

**Beardmore P0T 1G0**

807-875-2125

Box 860

**Beaverton L0K 1A0**

705-426-7366

Box 308

**Belle River N0R 1A0**

519-728-1810

Box 148  
**Belleville K8N 4Z9**  
613-968-6495

Box 387  
**Blenheim N0P 1A0**  
519-676-3300

Box 400  
**Blind River P0R 1B0**  
705-356-2244

Box 510  
**Bracebridge P0B 1C0**  
705-645-2211

Box 220  
**Bradford L0G 1C0**  
416-775-3326

Box 334  
**Brantford N3T 5N3**  
519-753-4161

Box 334  
**Brantford Twp. N3T 5N3**  
519-753-4161

Box 117  
**Brighton K0K 1H0**  
513-475-1313

Parkdale Ave.  
**Brockville K6V 5T6**  
513-345-1790

Box 514  
**Burk's Falls P0A 1C0**  
705-382-2015

Box 5021  
**Burlington L7R 3Y8**  
416-681-2511

Box 790  
**Campbellford K0L 1L0**  
705-653-2121

Box 337  
**Casselman K0A 1M0**  
613-764-5415

Box 148  
**Cayuga N0A 1E0**  
416-772-3322

Box 70  
**Central Patricia P0V 3A0**  
807-928-2211

Box 250  
**Chapleau P0M 1K0**  
705-864-1715

Box 990  
**Chatham N7M 5L6**  
519-352-1122

Box 329  
**Coboconk K0M 1K0**  
705-454-3311

Box 8  
**Cobourg K9A 4K2**  
416-372-5421

Box 98  
**Cochrane P0L 1C0**  
705-272-4391

6 Lionel Ave.  
**Dowling P0M 1R0**  
705-855-4525

Box 327  
**Downsview M3M 3A6**  
416-248-3151

Box 550  
**Dryden P8N 2Z2**  
807-223-2221

General Delivery  
**Dubreuilville P0S 1B0**  
705-884-2862

Box 9  
**Dutton N0L 1J0**  
519-762-2833

**Ear Falls P0V 1T0**  
807-222-3112

Third St.  
**Elk Lake P0J 1G0**  
705-678-2226

Box 201  
**Elliot Lake P5A 2J7**  
705-848-2738

Box 189  
**Elmvale L0L 1P0**  
705-322-2424

Box 353  
**Emo P0W 1E0**  
807-482-2070

Fifth Ave., Box 1019  
**Englehart P0J 1H0**  
705-544-2233

Box 1123  
**Espanola P0P 1C0**  
705-869-1211

Box 910  
**Essex N8M 2Y2**  
519-776-5276

Box 1720  
**Exeter N0M 1S0**  
519-235-1300

Box 160  
**Foleyet P0N 1T0**  
705-899-2456

Box 130  
**Forest N0N 1J0**  
519-873-2349

Box 576  
**Gananoque K7G 2V1**  
613-382-2195

**Geraldton P0T 1M0**  
807-854-1333

Box 306  
**Glencoe N0L 1M0**  
519-287-2620

Box 6  
**Goderich N7A 3Y5**  
519-524-8314

Box 40  
**Gogama P0M 1W0**  
705-894-2345

Box 224  
**Gore Bay P0P 1H0**  
705-282-2621

504 Division Rd. N.  
Kingsville  
**Gosfield South Twp. N9Y 2Y9**  
519-733-2345

General Delivery  
**Grassy Narrows P0X 1B0**  
807-925-2221

218 Bristol St.  
**Guelph N1H 3M4**  
519-822-7250

Box 458  
**Haileybury P0J 1K0**  
705-672-3323

Box 305  
**Hawkesbury K6A 2R9**  
613-632-2729

Box 608  
**Hearst P0L 1N0**  
705-362-4245

Box 10  
**Hornepayne P0M 1Z0**  
807-868-2315



Box 1056  
**Huntsville P0A 1K0**  
 705-789-5551

Box 158  
**Ignace P0T 1K0**  
 807-934-2265

Box 388  
**Iroquois Falls P0K 1E0**  
 705-232-4087

Box 10  
**Kakabeka Falls P0T 1W0**  
 807-577-4226

**Kaladar K0H 1Z0**  
 613-336-2244

Box 277  
**Kapuskasing P5N 2Y4**  
 705-335-2238

Box 160  
**Kemptville K0G 1J0**  
 613-258-3441

Box 1080  
**Kenora P9N 3X7**  
 807-468-8971

Box 119  
**Killaloe K0J 2A0**  
 613-757-2600

**Killarney P0M 2A0**  
 705-287-2881

295 Victoria St. S.  
**Kincardine N0G 2G0**  
 519-396-3341

Box 37, Stn. 'A'  
**Kingston K7M 6P9**  
 613-384-2400

Box 246  
**Kirkland Lake P2N 3H7**  
 705-567-5355

Box 276  
**Kitchener N2G 3X9**  
 519-744-8131

Box 160  
**Lancster K0C 1N0**  
 613-347-2449

21 Angeline St. N.  
**Lindsay K9V 5B7**  
 705-324-6741

Box 70  
**Lion's Head N0H 1W0**

Box 160  
**Listowel N4W 3H2**  
 519-291-1414

Box 490  
**Little Current P0P 1K0**  
 705-368-2200

Box 3143  
**London N6A 4J4**  
 519-681-0300

Box 218  
**Longlac P0T 2A0**  
 807-876-2248

Box 430  
**Long Sault K0C 1P0**  
 613-534-2223

Box 269  
**Lucan N0M 2J0**  
 519-227-4423

Box 490  
**Madoc K0K 2K0**  
 613-473-4234

Box 23  
 Amherstburg  
**Malden Twp. N9V 2Z2**  
 519-736-3483

**Manitouwadge P0T 2C0**  
 807-826-4641

Box 39  
**Manitowaning P0P 1N0**  
705-859-3155

Box 909  
**Manotick K0A 2N0**  
613-692-2525

Box 490  
**Marathon P0T 2E0**  
807-229-0220

Box 433  
**Markdale N0C 1H0**  
519-986-2211

Box 602  
**Matheson P0K 1N0**  
705-273-2213

770 John St.  
**Mattawa P0H 1V0**  
705-744-5503

Box 430  
**Maxville K0C 1T0**  
613-527-2124

Box 159  
Virginiatown  
**McGarry Twp. P0K 1X0**  
705-634-2151

Box 1028  
**Meaford N0H 1Y0**  
519-538-1220

Box 27  
**Merlin N0P 1W0**  
519-689-4254

Box 250  
**Midland L4R 4K8**  
705-526-3761

Box 130  
**Millbrook L0A 1G0**  
705-932-2913

203 Steeles Avenue  
**Milton L9T 1Y1**  
416-878-2307

Box 1  
**Minaki P0X 1J0**  
807-224-3341

Box 188  
**Mindemoya P0P 1S0**  
705-377-5386

Box 58  
**Minden K0M 2K0**  
705-286-1431

Box 278  
**Moosonee P0L 1Y0**  
705-336-2320

Box 667  
**Morrisburg K0C 1X0**  
613-543-2949

630 Main St. N.  
**Mount Forest N0G 2L0**  
519-323-3130

Box 119  
**Nakina P0T 2H0**  
807-329-5364

470 Centre St.  
**Napanee K7R 1P8**  
613-354-3369/354-2123

Box 8  
**Nestor Falls P0X 1K0**  
807-484-2190

Box 280  
**Newcastle L0A 1H0**  
416-987-4060

Box 358  
**Niagara Falls L2E 6T8**  
416-356-1311

Box 189  
**Nipigon P0T 2J0**  
 807-887-2637

Box 96  
**Noelville P0M 2N0**  
 705-898-2211

Box 68  
 Port Rowan  
**Norfolk N0E 1M0**  
 519-586-3526

Box 686  
**North Bay P1B 8J8**  
 705-472-4343

Box 390  
**Oak Ridges L0G 1P0**  
 Ontario Place  
 416-773-5281

Box 206  
**Orillia L3V 6J3**  
 705-326-3536

Box 11-160, Stn. 'H'  
**Ottawa K2H 7T9**  
 613-828-9171

Box 486  
**Owen Sound N4K 5P7**  
 519-376-3433

Box 67  
**Parkhill N0M 2K0**  
 519-294-6242

35 Tudhope St.  
**Parry Sound P2A 2X5**  
 705-746-4225

Box 185  
**Pembroke K8A 6X3**  
 613-735-0188

Box 160  
**Perth K7H 3E3**  
 613-267-2626

Box 477  
**Peterborough K9J 6Z6**  
 705-742-0401

Box 400  
**Petrolia N0N 1R0**  
 519-882-1011

Box 1490  
**Picton K0K 2T0**  
 613-476-2151

Box 460  
 Grand Bend  
**Pinery Park N0M 1T0**  
 519-243-2735

Box 39  
**Port Burwell N0J 1T0**  
 519-874-4433

49 S. Service Rd.  
 Mississauga  
**Port Credit L5G 2R8**  
 416-278-6131

Box 99  
**Powassan P0H 1Z0**  
 705-724-2016

Box 399  
**Prescott KOE 1T0**  
 613-925-4221

Box 10  
**Rainy River P0W 1L0**  
 807-852-3972

Howey Street  
**Red Lake P0V 2M0**  
 807-727-2418

532 Stewart Street N.  
**Renfrew K7V 1Y6**  
 613-432-5811

Box 730  
**Ridgetown N0P 2C0**  
 519-674-5496

Box 730  
**Ridgetown N0P 2C0**  
519-674-5496

350 Springfield Rd.  
**Rockcliffe Park K1M 0K7**  
613-749-9220

Box 520  
**Rockland K0A 3A0**  
613-446-5124

Box 149  
**Rolphton K0J 2H0**  
613-586-2283

Box 1057  
**St. Catharines L2R 7A3**  
416-684-7433

Box 173  
**St. Thomas N5P 3T7**  
519-631-2920

Box 399  
**Sault Ste. Marie P6A 5M1**  
705-254-1415

Box 400  
**Schreiber P0T 2S0**  
807-824-2333

Box 271  
**Seaforth N0K 1W0**  
519-527-0700

Box 38  
**Sebringville N0K 1X0**  
519-393-6123

R.R. 2  
**Kaministiquia**  
**Shabaqua P0T 1X0**  
807-933-4462

Box 220  
**Sharbot Lake K0H 2P0**  
613-279-2195

Box 519  
**Shelburne L0N 1S0**  
519-925-3838

Box 366  
**Simcoe N3Y 4L2**  
519-426-3434

Box 128  
**Sioux Lookout P0V 2T0**  
807-737-2020

Box 355  
**Sioux Narrows P0X 1N0**  
807-226-5211

Box 880  
**Smooth Rock Falls P0L 2B0**  
705-338-2711

Snelgrove  
**Snelgrove L0P 1M0**  
416-846-5644

Box 130  
**Sombra N0P 2H0**  
519-892-3404

Box 700  
**South Porcupine P0N 1H0**  
705-235-3345

Box 220  
**Spanish P0P 2A0**  
705-844-2424

Box 970  
**Stayner L0M 1S0**  
705-428-3134

Box 130, Britt  
**Still River P0G 1A0**  
705-383-2231

Box 69  
**Strathroy N7G 3J1**  
519-245-2323



Box 1000  
**Sturgeon Falls P0H 2G0**  
 705-753-2990

Box 666  
**Sudbury P3E 4R6**  
 705-675-1361

917 Lesperance Rd.  
**Tecumseh N8N 1W9**  
 519-735-2424

Box 340  
**Temagami P0H 2H0**  
 705-569-3633

Box 160  
**Thessalon P0R 1L0**  
 705-842-3243

Box 3080  
**Thunder Bay P7B 5G5**  
 807-344-8421

Box 96  
**Tillsonburg N4G 4H3**  
 519-842-3633

**Upsala P0T 2Y0**  
 807-986-2211

Box 159  
**Virginiatown P0K 1X0**  
 705-634-2151

Highway 17  
**Vermilion Bay P0V 2V0**  
 807-227-2024

Box 247  
**Walkerton N0G 2V0**  
 519-881-3130

805 Murray St.  
**Wallaceburg N8A 1W5**  
 519-627-1401

Box 100  
**Warren P0H 2N0**  
 705-967-2913

Box 140  
**Wasaga Beach L0L 2P0**  
 705-429-3575

Box 19  
**Wawa P0S 1K0**  
 705-856-2233

Box 99  
**Welland L3B 5P2**  
 416-732-1368

Box 31  
**Wesport K0G 1X0**  
 613-273-2812

98 Carp  
**West Carleton K0A 1L0**  
 613-839-5566

Box 81  
**Wheatley N0P 2P0**  
 519-825-4313

Box 57  
**Whitby L1N 5R7**  
 416-668-3388

Box 249  
**White River P0M 3G0**  
 807-822-2112

Box 131  
**Whitney K0J 2M0**  
 705-637-2622

Box 460  
**Warton N0H 2T0**  
 519-534-1323

Box 423  
**Winchester K0C 2K0**  
 613-774-2603

Box 24  
**Wingham N0G 2W0**  
 519-357-1331

Box 38  
Woodstock N4S 7W5  
519-539-9811

## AGENCIES

### ONTARIO POLICE ARBITRATION COMMISSION

SOL GEN 39

25 Grosvenor St.  
Toronto M7A 2H3  
416-965-3348

The Ontario Police Arbitration Commission under the *Police Act* is responsible for monitoring and evaluating the effectiveness of the *police arbitration* system and making recommendations for its improvement.

### ONTARIO POLICE COMMISSION

SOL GEN 40

25 Grosvenor St.  
Toronto M7A 2G9  
416-965-6071

The Ontario Police Commission ensures adequate Ontario policing by organizing, training and encouraging the use of modern technology and cooperation among *police* in all *municipalities* for efficient law enforcement. Advises on the organization of police in regional governments. Coordinates police *communications* and information systems (CPIC - *Canadian Police Information Centre*). Analyzes and disseminates criminal intelligence information (CISO - *Criminal Intelligence Service*, Ontario, 965-8910). The Ontario Police Commission trains all levels of *police personnel* at the *Ontario Police College*, in Aylmer, Ontario (519-773-5361).

### ONTARIO POLICE COMMISSION TECHNICAL SERVICES

SOL GEN 41

25 Grosvenor St.  
Toronto M7A 2G9  
416-965-3281

The Branch provides technological support and advice for all accredited *police* forces in Ontario. Program Development Section is involved in *Computer Assisted Dispatch & Records Entry* (CADRE), *Canadian Police Information Centre* (CPIC) network management, *computer* systems for police and digital *communications* technology. Communications Services assists in upgrading voice communications facilities for the *Integrated Radio Services Program* (IRSP). Administers *grants* to police forces of *municipalities* for new radio systems under this program. Operational Support Services assists forces in operation of support systems such as the *Canadian Police Information Centre* (CPIC).

# MINISTRY OF TRANSPORTATION & COMMUNICATIONS

1201 Wilson Ave.  
Downsview M3M 1J8  
(Location Exceptions Noted)

The Ministry of Transportation and Communications operates Ontario's highway system by performing design, construction and maintenance activities and provides subsidies to municipalities for road construction and maintenance. The Ministry is also responsible for driver licensing and all aspects of motor vehicle licensing and safety. It represents the rights of Ontario citizens in the communications field and regulates telephone service under provincial jurisdiction.

## OFFICE OF THE DEPUTY MINISTER

MANAGEMENT IMPROVEMENT BR  
416-248-7103

MTC 1

Management Improvement Br reviews, recommends and implements changes for increased efficiency and effectiveness of Ministry management, structural organization, and management systems, procedures and practices. Carries out management studies and provides an internal management consultant service.

OFFICE OF WOMEN'S PROGRAMS  
416-248-7125

MTC 2

The office was established to address within this Ministry, the Ontario government's commitment to policies on affirmative action. The Affirmative Action Program aims to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

PUBLIC & SAFETY INFORMATION BR  
416-248-3708

MTC 3

Public & Safety Information Br originates and coordinates programs and projects stressing *safety* in the operation of cars and commercial *vehicles*, *motorcycles*, mopeds, bicycles and *snowmobiles* and *school bus* operations. Originates and supplies *school* safety materials and *seat belt* information and provides related safety *films*. Provides *road* bulletins and telephone road reporting service for the public and the media on condition of roads and *highways* in Ontario. For this service contact the Ministry's regional or district offices listed under the Operations Regional entry. The Branch also informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The Branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

STRATEGIC POLICY SECRETARIAT  
416-248-7121

MTC 4

Strategic Policy Secretariat is an internal secretariat working directly for the Minister or Deputy Minister. Manages Ministry's strategic policy development and planning process. Assesses external factors affecting present or future Ministry strategy and prepares spe-

cial strategic policy studies. Handles inquiries about the Ministry's *Strategic Policy Committee*.

## COMMUNICATIONS DIVISION

### COMMUNICATIONS OPERATIONS BR

MTC 5

Communications Operations Br carries out representations and interventions regarding *telecommunications* services before the *Canadian Radio-Television and Telecommunications Commission (CRTC)* on common carrier, *cable* and *broadcast* applications; involves provincial comment on *Bell Canada* and *CN/CP* rate applications. Regulatory Operations Office (248-3736) investigates *consumers'* complaints regarding their *telecommunications* service. Telecommunications Systems Engineering Office (248-3567) provides related assistance to Communications Division; assists independent *telephone* industry in modernization plans; consults and advises the *Ontario Telephone Service Commission* on technical matters.

### COMMUNICATIONS POLICY BR

MTC 6

416-248-3731

Communications Policy Br develops Ontario government policy in the *communications* field. Activities include: development of *broadcast*, *cable* and common carrier and independent *telephone* company policies (248-3711); intergovernmental liaison with other provincial and federal agencies (248-3731); maintaining liaison with cable, broadcast and common carrier industries; undertaking *research* and analytical studies related to telecommunications services and systems. The Branch has a data bank of *statistical* information on population served by broadcasting and cable firms and on *television* viewing habits (248-3961).

## ASSISTANT DEPUTY MINISTER - FINANCE & ADMINISTRATION

### FINANCIAL PLANNING & ADMINISTRATION BR

MTC 7

416-248-3465

The Financial Planning & Administration Br provides the Ministry with financial direction, planning, management and accounting services and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other Ontario government ministries and agencies. The Branch is organized into four main functions: general accounting including payroll, accounts payable and expense account services; financial systems development, maintenance, and control; budgetary planning, evaluation, development, control and analysis; prequalification of contractors for bidding on government contracts.

### INTERNAL AUDIT BR

MTC 8

416-248-3366

Internal Audit Br performs the audit functions for this Ministry and the Ministry of Northern Affairs including the review and appraisal of Ministry accounting, financial, and operational controls. In addition the Branch analyzes Ministry of Transportation & Communications claims and negotiations and advises on settlements. The Branch audits the Ministry's electronic data processing systems, design and tender documents prior to awarding of contracts, payment records on Ministry, and Ministry-subsidized contracts. Also audits contractors and suppliers records, and municipal records to ensure that Ministry subsidies are spent as approved.



## OFFICE OF LEGAL SERVICES

MTC 9

416-248-3617

Provides legal services for the Ministry including advice on *driver* and *vehicle* matters (248-3131). It counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Office is responsible to the Attorney General's Office. Regional solicitors who deal primarily with property matters are located in the Operations Regional offices in Toronto, (248-3074); London, (519-681-1441); North Bay, (705-472-7900) and Kingston, (613-544-2220). Claims Section (248-3127) handles *insurance* claims against the Crown for injuries and property damage arising from *accidents* on provincial highways or involving government *vehicles*, as well as claims by the Crown for damage to *highway* property or government vehicles excluding OPP vehicles.

## PERSONNEL BR

MTC 10

416-248-3643

Personnel Br performs the personnel functions for the Ministry of Transportation & Communications and for the Ministry of Northern Affairs. The Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. It is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. The Branch maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

## SERVICES DIVISION

## COMPUTER SYSTEMS BR

MTC 11

416-248-3977

Computer Systems Br is involved with computer systems development and maintenance for Ministry applications. Systems specialists also develop computer-related systems for management and regulatory applications. Computer Production Services provides production technical control, equipment acquisition, graphic production and data conversion services, and time sharing support.

## PROPERTY BR

MTC 12

416-248-3213

Property Br is responsible, in the areas of *property* appraisals, acquisition, management and disposal, for the provision of and compliance to provincial policies and procedure; ensures a high and uniform standard of performance in the area of *land* appraisals by performing 'on line' reviews of regional appraisals; provides and coordinates technical training programs. Also prepares all *arbitration* cases proceeding before the *Land Compensation Board*. Contact Operations Regional offices listed under Min of Transportation and Communications, Operations, Regional, MTC 17.

## SUPPLY &amp; SERVICES BR

MTC 13

416-248-3178

The Branch provides the Ministry with the following services: Purchasing & Supply Office, (248-3361) purchases government *vehicles*, *construction*, maintenance and operating supplies and equipment. Disposal Section (248-3725) *auctions* government *vehicles*. Record Services Office (248-3531) performs *records management*, and prepares *manuals*, publications, *maps* (Ontario *road maps*, (248-3476) for Ministry distribution). The *Library* and Information Centre provides a resource and information service (248-3591) to support the Ministry's mandate and role and serves the transportation community in the area. The Centre contains a comprehensive book and periodical collection in ground transportation and communications, and selected materials in related fields. The Centre, located at 1201 Wilson Ave., Central Bldg., 1st Flr., Downsview, has been designated the Ministry *reading room* to provide public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry.

General Services Office (248-3853) runs a garage and instrument repair service and keeps an inventory of the movable assets of the Ministry. Tenders Section (248-3651) advertises and gives information on *construction* and supply contracts and opens *tenders*. Special Services Office (248-3364) provides administrative services including accommodation design; establishes sites for and inspects *highway service centres*; provides Ministry *telecommunication* and remote *airport* directional systems. Graphic Services Office (248-3557) provides art, display and reproduction facilities.

## ASSISTANT DEPUTY MINISTER - PROVINCIAL HIGHWAYS

## ENGINEERING CLAIMS OFFICE

MTC 14

416-248-3611

Engineering Claims Office assesses claims for additional costs submitted by contractors awarded Ministry engineering contracts including all phases of *highway construction* and maintenance, construction of *bridges* and tunnels and associated work.

## ESTIMATING OFFICE

MTC 15

416-248-3401

Estimating Office advises senior Ministry officials on the fair price to pay for *highway construction* and maintenance contracts. Can provide an *economic* analysis of highway construction and related work. Produces annual reports on cost per mile of construction, structure and unit bid process. Capable of determining *energy* requirements along with the quantities and unit value of manufactured and raw material incorporated into the work.

## HIGHWAY PROGRAM DEVELOPMENT BR

MTC 16

416-248-3551

Highway Program Development Br provides program planning and evaluation, program development, priority setting and expenditure control for the *Provincial Highways Program*.

The Highway Program Planning Office develops program strategies and policy options, program objectives, and program long range plans. It prepares program positions and prospects, develops the program evaluation process and evaluates program results and effectiveness. It also develops and maintains the *transportation* planning information sys-

tem for provincial highways and carries out transportation planning studies for the system. It prepares annually the provincial highways perspective and systems status report and develops and applies priority planning systems including cost benefit analysis for proposed *highway* improvements.

The Highway Program Administration office develops and manages the capital *construction* and maintenance components of the provincial highways program through integrating and optimizing the capital investment. It prepares and maintains short and medium term provincial highway programs, produces the annual highway construction program, and coordinates the annual plan for the program. It manages the multi-year construction and maintenance expenditure, establishes construction staging and award schedules and determines and controls current year construction expenditures. It develops and maintains expenditure control systems for the entire Provincial Highways program.

# OPERATIONS, REGIONAL

MTC 17

416-248-3238

Operations, Regional of this Ministry are conducted through five regional and 18 district offices which perform pre-contract engineering, *construction* and maintenance activities and other functions associated with the *Provincial Highways program*. In addition, they provide some of the program delivery functions of the Municipal Roads Program, Safety & Regulations Program and Air Program. These functions are described more fully under the following Operations, Regional entries: Administrative Services, Construction Office, Drivers & Vehicles Office, Engineering & Right-of-Way Office, Maintenance Office, Municipal Roads Office, Remote Northern Transportation, Resources Planning & Scheduling. In addition to operating out of the five regional offices, the Drivers & Vehicles Office has 13 district offices and a number of driver examination centres (listed under the Operations, Regional, Drivers & Vehicles Office, MTC 20).

The 18 district offices assist municipal authorities in developing and maintaining a system of highways that meets municipal needs and is complementary to the provincial highways system. They provide advice to *municipalities* on construction and maintenance techniques when requested and authorize payment of Ministry *subsidy* funds to municipalities. In *unorganized territories* the district offices carry out construction or maintenance of local roads in cooperation with land owners. Listed below are the five regional and 18 district offices.

## CENTRAL REGION

5000 Yonge St.  
**Toronto M2N 6E9**  
416-224-7400

*District #7*  
P. O. Box 150  
138 Hope St. N.  
**Port Hope L1A 3W3**  
416-885-6381

*District #4*  
P. O. Box 5020  
1182 North Shore Blvd.  
**Burlington L7R 3Z9**  
416-637-5625

*District #6*  
5000 Yonge St.  
**Willowdale M2N 6E9**  
416-224-7400



**EASTERN REGION**

P. O. Box 4000  
355 Counter St.  
**Kingston K7L 5A3**  
613-544-2220

*District #10*  
P. O. Box 300  
64 Monck Road  
**Bancroft K0L 1C0**  
613-332-3220

*District #8*  
P. O. Box 4000  
355 Counter St.  
**Kingston K7L 5A3**  
613-544-2220

*District #9*  
530 Tremblay Road  
**Ottawa K1G 0E4**  
613-745-6841

**NORTHERN REGION**

P. O. Box 477  
McKeown Ave.  
**North Bay P1B 8L2**  
705-472-7900

*District #16*  
P. O. Box 820  
50 Third Ave.  
**Cochrane P0L 1C0**  
705-272-4333

*District #11*  
207 Main St.  
**Huntsville P0A 1K0**  
705-789-2391

*District #14*  
P. O. Box 1390  
Rockley Road  
**New Liskeard P0J 1P0**  
705-647-6761

*District #13*  
P. O. Box 477  
McKeown Ave.  
**North Bay P1B 8L2**  
705-472-7900

*District #17*  
P. O. Box 7000  
Station A  
**Sudbury P3A 4S2**  
705-522-9380

**NORTHWESTERN REGION**

615 South James St.  
Station 'F'  
P. O. Box 1177  
**Thunder Bay P7C 4X9**  
705-577-6451

*District #20*  
P. O. Box 1070  
808 Robertson St.  
**Kenora P9N 3X9**  
807-468-6494

*District #18*  
P. O. Box 500  
MacDougall St.  
**Sault Ste. Marie P6A 5M6**  
705-256-5682

*District #19*  
P. O. Box 96  
615 South James St.  
**Thunder Bay P7C 4V7**  
807-577-6451

**SOUTHWESTERN REGION**

P. O. Box 6008  
659 Exeter Road  
**London N5V 2Y4**  
519-681-1441

*District #1*  
P. O. Box 918  
60 Keil Drive  
**Chatham N7M 5L3**  
519-354-1400



*District #2*  
P. O. Box 6008  
659 Exeter Road  
**London N5V 2Y4**  
519-681-1441

*District #3*  
P. O. Box 8  
581 Huron St.  
**Stratford N5A 6S8**  
519-271-3550

*District #5*  
P. O. Box 520  
1450 Seventh Ave. E.  
**Owen Sound N4K 5R1**  
519-376-7350

## OPERATIONS, REGIONAL, ADMINISTRATIVE SERVICES

MTC 18

Regional and district offices provide a variety of services relating to financial, personnel, supply and support service matters to all program staff operating out of Regional/District and Field Offices. These include payroll and related items; processing of accounts for payment; maintaining cost records and budgets; purchasing of goods and/or services and appropriate stockkeeping; supply and service tenders; communications (telephone, teletype); recruitment, classifications, counselling of staff, etc.; newspaper advertising; a variety of support services including secretarial, typing, furniture and office equipment ordering and record maintenance, etc. See this Ministry's Operations, Regional entry, MTC 17, for a list of regional and district offices.

## OPERATIONS, REGIONAL, CONSTRUCTION OFFICE

MTC 19

Through five Regional Construction Offices, the Ministry supervises contracts for the *construction* of new *highway* facilities and for rehabilitation and upgrading of the existing highways. The regional construction offices are located at this Ministry's five regional offices which are listed under the Operations, Regional entry, MTC 17.

## OPERATIONS, REGIONAL, DRIVERS & VEHICLES OFFICE

MTC 20

Operations, Regional, Drivers & Vehicles Office provides driver examination, vehicle inspection and highway carrier enforcement programs through five regional and 13 district offices in the province. The offices hold driver examination tests for various classifications of *drivers* of *motor vehicles* including *motorcycles* and for driver education instructors, and issue drivers *licences* at 68 full-time centres and 98 travel points. Demerit system and driver improvement interviews are conducted at offices throughout the province. The vehicle inspection function involves inspection of commercial motor vehicles, monitoring of school and non-commercial *bus* inspection, issuance of *safety* standard certificates, and operation of portable and permanent inspection lanes. Highway Carrier officers inspect commercial motor vehicles for compliance with weight and license legislation. Oversize/overweight *permits* are issued in Districts on an annual, project and single-trip basis. The following is a list of the 5 regional offices and 13 district offices and the 68 full-time driver examination centres, arranged alphabetically by city or town.

**CENTRAL REGION**

**Regional Office**

5000 Yonge St.  
**Toronto M2N 6E9**  
416-248-7163

**District Offices**

*District 22*  
2520 Dixie Road S.  
**Mississauga L4Y 2A5**  
416-279-5305  
(Regional Municipality of Peel  
and those portions of  
Regional Toronto, situated  
west of Highway 11  
(Yonge St.)

*Driver's Licences*  
416-275-6300

*Bus & Truck Operations*  
*Safety Inspection of Vehicles*  
*Oversize/Overweight Permits*  
416-279-5305

*Vehicle Permits & Licences*  
1201 Wilson Ave.  
**Downsview**  
416-248-7171

*Oversize/Overweight Permits*  
1201 Wilson Ave.  
**Downsview**  
416-248-7196

*Vehicle Inspection Lanes*  
262 Falstaff Ave.  
**Downsview**  
416-248-3409

*District 21*  
773 Warden Ave.  
**Scarborough M1L 4C2**  
416-750-3407  
(Regional Municipality of Durham,  
the Counties of Northumberland,  
Peterborough & Victoria & those  
portions of the Regional  
Municipality of York &  
Metropolitan Toronto, situated  
east of Highway 11 (Yonge St.)

*Driver's Licences*  
416-751-4952

*Bus & Truck Operations*  
*Safety Inspection of Vehicles*  
416-750-3407

*Vehicle Permits & Licences*  
Queen's Park: 416-965-2206  
Oshawa: 416-728-7505

*District 23*  
370 Kenora Ave. N.  
**Stoney Creek L8E 2W2**  
416-561-5921  
(County of Brant, the former  
County of Haldimand & the Regional  
Municipalities of Halton,  
Hamilton-Wentworth and Niagara)

*Driver's Licences*  
416-561-5921

*Bus & Truck Operations*  
416-561-5926

*Safety Inspection of Vehicles*  
416-561-5927

*Vehicle Permits & Licences*  
416-561-5921

### *Oversize/Overweight Permits:*

Hamilton: 416-561-5921

St. Catharines: 416-685-6527

## **EASTERN REGION**

### **Regional Office**

533 Montreal St.

**Kingston K7K 3H9**

613-544-2220

### **District Offices**

#### *District 41*

533 Montreal St.

**Kingston K7K 3H9**

613-544-2220

(Counties of Lennox & Addington, Hastings, Prince Edward, Frontenac, the United Counties of Leeds-Grenville and Stormont, Dundas & Glengarry)

#### *District 42*

1570 Walkley Road

**Ottawa K1V 6P5**

613-731-1760

(Counties of Lanark, Renfrew, the United Counties of Prescott and Russell and the Regional Municipality of Ottawa-Carleton)

#### *Driver's Licences*

613-731-1760

#### *Bus & Truck Operations*

*Safety Inspection of Vehicles*

*Oversize/Overweight Permits*

*Vehicle Permits & Licences*

613-731-6451

## **NORTHERN REGION**

### **Regional Office**

447 McKeowan Ave.

P. O. Box 3030

**North Bay P1B 8L2**

705-472-7900

### **District Offices**

#### *District 51*

447 McKeown Ave.

**North Bay P1B 8L2**

705-472-7900

(District of Parry Sound, Nipissing, the District Municipality of Muskoka & the Provisional County of Haliburton)

#### *District 52*

83 Algonquin Blvd. W.

**Timmins P4N 2R4**

705-264-5349

(Districts of Timiskaming and Cochrane, Sudbury, Manitoulin and Eastern part of Algoma District and the Regional Municipality of Sudbury)

#### *Driver's Licences*

705-264-5349

#### *Sudbury (Drivers & Vehicles)*

705-566-0315

#### *Bus & Truck Operations*

*Safety Inspection of Vehicles*

*Oversize/Overweight Permits*

705-264-2239

## **NORTHWESTERN REGION**

### **Regional Office**

801 West Walsh St.

Box 1177

**Thunder Bay P7C 4X9**

807-577-5745

### **District Offices**

#### *District 62*

808 Robertson St.

Box 2250

**Kenora P9N 3X9**

807-468-5618

(Districts of Kenora & Rainy River)

*Driver's Licences*  
*Oversize/Overweight Permits*  
*Bus & Truck Operations*  
*Safety Inspection of Vehicles*  
807-468-9715

*District 63*  
370 Lake St.  
**Sault Ste. Marie P6B 3L1**  
705-254-4365  
(District of Algoma)

*District 61*  
615 South James St.  
**Thunder Bay P7C 4X9**  
807-577-5745  
(District of Thunder Bay)

*Vehicle Licensing*  
*Driver's Licences*  
807-577-6451 Ext. 201

*Oversize/Overweight Permits*  
*Bus & Truck Operations*  
807-577-5745

*Safety Inspection of Vehicles*  
807-577-5746

*Dryden Office*  
479 Government Road  
P. O. Box 3000  
**Dryden P8N 3B3**  
807-223-3237

*Fort Frances Office*  
621 Mowat Ave.  
P. O. Box 536  
**Fort Frances P9A 1Z2**  
807-274-6623

## **SOUTHWESTERN REGION**

### **Regional Office**

659 Exeter Road  
P. O. Box 5338  
**London N6A 5H2**  
519-681-1441

### **District Offices**

*District 33*  
524 Belmont Ave. W.  
**Kitchener N2M 5E3**  
519-744-6348  
(Counties of Huron, Perth, Wellington, Bruce, Grey, Dufferin, Simcoe and the Regional Municipality of Waterloo)

*Driver's Licences*  
519-744-6348

*Bus & Truck Operations*  
519-744-1129

*Safety Inspection of Vehicles*  
519-744-1120

*Vehicle Permits & Licences*  
(Stratford) 519-271-0961

*Oversize/Overweight Permits:*  
Barrie: 705-726-1262  
Kitchener: 519-744-6348

*District 31*  
659 Exeter Road  
**London N6A 5H2**  
519-681-1441  
(Counties of Elgin, Oxford, Middlesex and the former County of Norfolk)

*Driver's Licences*  
519-681-2501

*Bus & Truck Operations*  
*Safety Inspection of Vehicles*  
*Oversize/Overweight Permits*  
*Vehicle Permits & Licences*  
519-681-1441

*District 32*  
2090 Wyandotte St. E.  
**Windsor N8Y 1E6**  
519-258-8312



(Counties of Essex,  
Kent & Lambton)

*Driver's Licences*  
*Bus & Truck Operations*  
*Safety Inspection of Vehicles*  
519-258-8312

*Vehicle Permits & Licences*  
(Chatham) 519-352-6154

*Oversize/Overweight Permits:*  
Chatham: 519-352-6154  
Sarnia: 519-542-7707  
Windsor: 519-258-8312

#### DRIVER EXAMINATION CENTRES

96A Yonge St. S.  
**Aurora L4G 1M2**  
416-727-9331

64 Monck St.  
**Bancroft K0L 1C0**  
613-332-3220/33

The Duckworth Plaza  
353 Duckworth St.  
**Barrie L4M 3X8**  
705-726-1262

220 Dundas St. E.  
**Belleville K8N 1E3**  
613-962-8661/2

Squire Mews, Store 13  
239 Queen St. E.  
**Brampton L6W 2B6**  
416-459-0660

14 Holiday Inn Dr.  
P. O. Box 1554  
**Brantford N3T 5V6**  
519-756-5735/0290

44 Parkdale Ave.  
**Brockville K6V 3G8**  
613-342-9772/9

Towers Plaza  
152 Plains Rd. W.  
**Burlington L7T 1E9**  
416-632-0446

261 Elgin St. N.  
Box 123  
**Cambridge N1R 4S9**  
519-623-0550

Court House  
**Cayuga NOA 1E0**  
416-772-5302

62 Keil Drive S.  
**Chatham N7M 3G8**  
519-352-6154

70 Ontario St.  
**Clinton N0M 1L0**  
519-482-7831

19 Charles St.  
**Cobourg K9A 2T4**  
416-372-9415

50 Third Ave.  
Bag 5000  
**Cochrane P0L 1C0**  
705-272-4333

103 Eleventh St. W.  
**Cornwall K6J 3A8**  
613-933-8921/2

479 Government Rd.  
P. O. Box 3000  
**Dryden P9N 3B3**  
807-223-3237

375 Station Road  
Box 240  
**Espanola P0P 1C0**  
705-869-4884

621 Mowat Ave.  
Box 536  
**Fort Frances P9A 3M8**  
807-274-6623

Victoria Grange Plaza  
25 Victoria Rd. N.  
**Guelph N1E 5G6**  
519-824-2790

370 Kenora Ave. N.  
**Stoney Creek L8E 2W2**  
416-561-5921

Mountain Plaza, Store U  
673 Upper James St.  
**Hamilton L9C 5R9**  
416-389-2242/3

21 Nelson St.  
**Hawkesbury K6A 1L4**  
613-632-4638

MTC Administration Bldg.  
207 Main St. W., 2nd Flr.  
**Huntsville P0A 1K0**  
705-789-2391

6 Queen St.  
**Kapuskasing P5N 1G7**  
705-335-4290

808 Robertson St., 2nd Flr.  
Box 2250  
Ontario Government Building  
**Kenora P9N 3X9**  
807-468-9715/5618

533 Montreal St.  
**Kingston K7K 3H9**  
613-544-2220 Ext. 347

40-B Lebel Ave.  
**Kirkland Lake P2N 2Y5**  
705-567-7911

524 Belmont Ave. W.  
**Kitchener N2M 1N3**  
519-744-6348/9

89 Erie St. N.  
**Leamington N8H 2Z7**  
519-326-2581

Ontario Government Building  
322 Kent St. W., Room 133  
**Lindsay K9V 2Z9**  
705-324-6431

659 Exeter Rd.  
Box 5338  
**London N6A 5H2**  
519-681-2501

578 King St.  
**Midland L4R 3M9**  
705-526-9471

2520 Dixie Road S.  
**Mississauga L4Y 2A5**  
416-275-6724

500 Rockley Rd.  
Box 1209  
**New Liskeard P0J 1P0**  
705-647-5406

Stamford Green Plaza  
3495 Portage Rd. N.  
**Niagara Falls L2J 2K5**  
416-356-0742/4346

447 McKeown Ave.  
Box 3030  
**North Bay P1B 8L2**  
705-474-3620

Trafalgar Village Plaza  
125 Cross Ave., Store F4B  
**Oakville L6J 2W8**  
416-845-0451

70 First St., Suite 101  
**Orangeville L9W 2E5**  
519-941-6861

I.G.A. Plaza  
404 Laclie St.  
**Orillia L3V 4P5**  
705-326-9293

67 Thornton Rd. S.  
**Oshawa L1J 5Y1**  
416-728-7616/7505

1570 Walkley Rd.  
**Ottawa K1V 6P5**  
 613-731-1760

1852 Third Ave. E.  
**Owen Sound N4K 2M6**  
 519-376-2342

513 Eganville Rd.  
**Pembroke K8A 4E6**  
 613-732-7041

164 Sherbrooke St.  
**Peterborough K9J 2N3**  
 705-745-2332

Room M120, Macdonald Block  
**Queen's Park, Toronto**  
 416-965-2206

32 Duke Ave.  
**Renfrew K7V 3B9**  
 613-432-4556

512 Welland Ave.  
**St. Catharines L2M 5V5**  
 416-685-6527

7B First Ave.  
**St. Thomas N5R 4M3**  
 519-633-1690

1362 Lambton Mall Rd., Suite 4  
**Sarnia N7S 5A1**  
 519-542-7707

370 Lake St.  
**Sault Ste. Marie P6B 3L1**  
 705-254-4365

773 Warden Ave.  
**Scarborough M1L 4C2**  
 416-751-4952

599 Banks St.  
**Simcoe N3Y 3N3**  
 519-426-6722

10 Church St. W.  
**Smiths Falls K7A 1P5**  
 613-283-2815

431 Hibernia St.  
**Stratford N5A 5W2**  
 519-271-0961

200 Metcalfe St. E.  
**Strathroy N7G 1P8**  
 519-245-1020

Montrose Mall  
 782 LaSalle Blvd.  
**Sudbury P3A 4V4**  
 705-566-0315

615 South James St.  
 Box 1177  
**Thunder Bay P7C 4X9**  
 807-577-6451 ext. 249

56 Brook St. E.  
**Tillsonburg N4G 1Z6**  
 519-842-5739

83 Algonquin Blvd. W.  
**Timmins P4N 2R4**  
 705-264-5349

262 Falstaff Ave.  
**Downsview M6L 2G1**  
 416-248-7211

146 Hallam St.  
**Toronto M6H 1X2**  
 416-532-5042

82 Division St.  
**Trenton K8V 4W5**  
 613-392-3346

220 Rideout St  
**Walkerton N0G 2V0**  
 519-881-3400

11B Second Ave.  
 Box 497  
**Wawa P0S 1K0**  
 705-856-7086

A & P Plaza  
325 Thorold St. W.  
Welland L3C 3W4  
416-732-3132/3321

449 Main St. E.  
Winchester K0C 2K0  
613-774-2206

2090 Wyandotte St. E.  
Windsor N8Y 1E6  
519-258-8312

Springbank Shopping Plaza  
212 Springbank Ave.  
Woodstock N4S 7R3  
519-539-2223

#### OPERATIONS, REGIONAL, ENGINEERING & RIGHT-OF-WAY OFFICE

MTC 21

An Engineering & Right-of-Way Office is located at each of the Ministry's five regional offices which are listed under the Operations, Regional entry. Each office manages all pre-construction engineering activities, *environmental assessment*, property acquisition and disposal required for the Ministry's *highway* improvement programs. The Planning & Design Section prepares preliminary designs and assessments of existing and future highway systems; prepares detailed project and contract designs; administers, directs and coordinates activities to ensure that detailed design contract packages conform to the Environmental Assessment Act; ensures compatibility of public and private developments with existing highway facilities and future improvements. The Surveys & Plans Section provides all engineering and land *surveys* and aerial *photograph* interpretation in the Region. The Property Section acquires, manages, leases and sells the Ministry's *property* holdings. The Geotechnical Section conducts investigations and evaluations of existing *soil* conditions, recommends embankments and pavement designs, and specifies retaining wall and culvert foundation capacities; identifies and tests aggregate sources suitable for use by Ministry contractors. The Structural Section undertakes structural and *hydrological* designs.

#### OPERATIONS, REGIONAL, MAINTENANCE OFFICE

MTC 22

The *Highway Maintenance Program* for all districts in the region is coordinated, approved and monitored through an office in each of the Regional Offices (see list under this Ministry's Operations, Regional entry, MTC 17). These offices manage *construction* and maintenance programs associated with patrol yards and buildings. They also operate *vehicle* inspection stations. Through their Traffic Section, they collect *traffic statistics*, conduct traffic operations studies, determine *road* information sign and traffic signal locations and provide traffic engineering services upon request from authorities external and internal to the Ministry.

#### OPERATIONS, REGIONAL, MUNICIPAL ROADS OFFICE

MTC 23

Approves and authorizes *financial assistance* to *municipalities* through the Ministry's municipal *road* programs, within policy guidelines as established by Head Office. A Municipal Roads Office is located at each of the Ministry's five regional offices which are listed under the Operations, Regional entry, MTC 17.



OPERATIONS, REGIONAL, REMOTE NORTHERN  
TRANSPORTATION

MTC 24

615 South James St.  
P.O. Box 1177  
Postal Station 'F'  
Thunder Bay P7C 4X9  
705-577-6451

This office, located in the northwestern regional headquarters, is responsible for the *construction* and ongoing maintenance of remote *airports* in *Northern Ontario*. For information on provincial policy on aviation matters, see this Ministry's Air Office entry, MTC 41.

OPERATIONS, REGIONAL, RESOURCES  
PLANNING & SCHEDULING

MTC 25

A Resources Planning & Scheduling Office is located at each of this Ministry's regional offices except the northwestern region (see the Operations, Regional entry, MTC 17, for a list of regional offices). The offices provide *computer services*, staff training and development, *personnel* management and management *systems development* to each region (excluding northwestern). They coordinate the development of improvements to the *highway* system within the regions as part of the Provincial Highway Program.

## HIGHWAY ENGINEERING DIVISION

ENGINEERING MATERIALS OFFICE  
416-248-3987

MTC 26

Engineering Materials Office, Bituminous (248-3688), Concrete (248-3684), Chemical (248-3149) and *Soils & Aggregates* (248-3286) Sections provide quality standards, policies and guidelines for asphalt concrete pavements; portland cement concrete pavements; chemical, metal and special products, respectively, and provide specialized expertise in these areas, as well as providing *laboratory* testing, technical evaluation and approval services related to bitumen and bituminous products; concrete and concrete products; chemical, metal and special products used in the design, *construction* and maintenance of the transportation system including *highways* and *bridges*. The Pavement and Foundation Design Section (248-3255) provides policies and guidelines for pavement structure design and management, and, (248-3282) carries out field investigations and recommends type of structure foundations and provides specialized expertise in these areas.

HIGHWAY OPERATIONS BR  
416-248-3665

MTC 27

The Branch develops for use by the regional staff, policies and procedures required for the design, construction and maintenance of the *highway* system. Regional and district offices, responsible for the delivery of design, construction and maintenance services, are listed under this Ministry's Operations, Regional entry, MTC 17.

The Contract Management Office (248-3661) develops policies and procedures required for contract management. Develops operations policies and procedures for the format and control of final contract *tendering* documents. Provides official Ministry interpretation to *contractors* on matters identified during bidding.

The Highway Design Office (248-3541) develops policies and procedures for *highway* design, *electrical* design and *hydrology*. Coordinates Ministry responses to *land* development proposals.

The Equipment Engineering Office (248-3231) maintains a fleet of *vehicles* and equipment for the Ministry and trains garage staff on fleet maintenance and management.

The Maintenance Operations Office (248-3665) develops policies, standards and procedures required for *highway* maintenance operations. Provides policies, procedures and standards for highway *landscaping*, *electrical* maintenance and *advertising* signs and building *permits*.

The Traffic Engineering Office (248-3781) develops and implements policies, standards and procedures for *traffic* control devices such as traffic signs, signals, illumination, *speed limits*, etc. Develops improvements and traffic control techniques and devices and assists in *municipal* studies and improvements. Conducts the *freeway surveillance* program.

The Environmental Office (248-3931) develops policies and procedures required for the Ministry's compliance with *environmental* legislation and regulations.

#### HIGHWAY STANDARDS OFFICE

MTC 28

The Highway Standards Office develops and maintains standard specifications and standard drawings that reflect Ministry construction and maintenance requirements.

#### STRUCTURAL OFFICE

MTC 29

416-248-3492

The Structural Office designs *bridges* and retaining walls on *highways* and prepares plans and contract documents for their *construction*. Reviews proposed designs of *municipal* bridges and culverts, evaluates the safe load carrying capacity of bridges. Recommends enactment of municipal load limit by-laws. Generates and maintains structural standards, structural manuals and handbooks and design aids.

#### SURVEYS & PLANS OFFICE

MTC 30

416-248-3627

The Surveys and Plans Office provides the Ministry with policy guidelines and procedures for aerial and ground *surveys* and *remote sensing*. Products of the Office are photogrammetric plans, cartographic *maps*, computer graphics services, legal documentation and plans and control survey data/services. Maps are available to the public (248-3476) through the Map Unit, Supply and Services Branch.

Information is available on an area basis from the Regional and District Offices listed under this Ministry's Operations, Regional entry, MTC 17.

#### ASSISTANT DEPUTY MINISTER - SAFETY & REGULATION

##### HIGHWAY CARRIER LICENSING SECTION

MTC 31

416-248-7146

Highway Carrier Licensing Section administers the *Public Vehicles Act* and the *Public Commercial Vehicles Act*. Issues *licences* to: public vehicles (PV), e.g., *bus* and charter operations (248-3874); to public commercial vehicles (PCV), e.g., *truck*, tractors, dual purpose vehicles operating for hire in Ontario beyond the municipality of origin; and to

*freight* forwarders (FF). Issues Class L *permits* (single-trip) to U.S. common carriers for movements of freight-in-bond through Ontario to another destination, e.g., corridor movements. Applications for cartage licences within a municipality should be made at the Clerk's office in the municipality. Vehicle inspection and issuance of permits are carried out by the regional and district offices listed under this Ministry's Operations, Regional, Drivers and Vehicles Office entry, MTC 20.

#### DRIVERS & VEHICLES REGIONAL OPERATIONS 416-248-7154

MTC 32

Drivers & Vehicles Regional Operations coordinates the enforcement of legislation and develops and coordinates policy carried out through five regional and 13 district offices located throughout Ontario. The programs of these offices, which provide *driver* examination and licensing, *vehicle licensing* and inspections, and highway carrier licensing, are described individually under this Ministry's Licensing & Control Br: Driver Control Office, Driver Licensing Office, Vehicle Licensing Office, Vehicle Inspections, Highway Carrier Office and Vehicle Records and Information. The Staff *Safety* Office is responsible for policies and programs to protect Ministry employees from work-related accidents and injuries. The regional and district offices are listed under this Ministry's Operations, Regional, Drivers & Vehicles Office, MTC 20.

#### TRANSPORTATION REGULATION DIVISION

##### LICENSING & CONTROL BR DRIVER CONTROL OFFICE

MTC 33

2680 Keele St.  
Downsview M3M 1J8  
416-249-3303

The Driver Control Office ensures that Ontario *drivers* are competent to operate vehicles; keeps records to identify problem drivers. Runs demerit point system; issues warnings; suspends and reinstates driver's *licence* as required by statute. Checks *motor vehicle* collision reports after *accidents* to determine need for re-examinations, medical or vision certificate. For information on suspensions of uninsured drivers under the Motor Vehicle Accident Claims Act, call Ministry of Consumer & Commercial Relations Motor Vehicle Accident Claims at 963-0566. For fines non-payment, call Defaulted Fines Control Centre under the Ministry of the Attorney General, at 965-3711. For a list of Drivers & Vehicles regional and district offices and full-time driver examination centres, see this Ministry's Operations, Regional, Drivers & Vehicles Office entry, MTC 20.

##### LICENSING & CONTROL BR DRIVER LICENSING OFFICE

MTC 34

2680 Keele St.  
Downsview M3M 1J8  
416-249-8571

The Driver Licensing Office issues an appropriate *driver's licence* (including learner's *permits*, renewals, replacements and corrections of licences) to all eligible applicants in Ontario. Collects and refunds appropriate fees to drivers. Maintains *statistics* on *motor vehicle accidents*.

For a list of Drivers & Vehicles regional and district offices and full-time driver examina-



tion centres, see this Ministry's Operations, Regional, Drivers & Vehicles Office entry, MTC 20.

# LICENSING & CONTROL BR VEHICLE INSPECTIONS SECTION

MTC 35

416-248-7151

The Vehicle Inspections Section administers programs designed to reduce death, injury and property damage caused by defective *vehicles*. Inspection mechanics under *licences* of appointed inspection stations are permitted to issue *safety* standard certificates confirming mechanical fitness of vehicles. Roadside inspection sites throughout Ontario and at commercial vehicle operators' terminals inspect safety related vehicle components or systems on heavy commercial motor vehicles. Permanent inspection lanes at Downsview and portable inspection lanes travelling throughout the province during the summer months identify light vehicles (cars and light trucks) having defects affecting safety of operation. *School bus* and public vehicle safety inspections are conducted semi-annually. For a list of Drivers & Vehicles regional and district offices and full-time driver examination centres, see this Ministry's Operations, Regional, Drivers & Vehicles Office entry, MTC 20.

# LICENSING & CONTROL BR VEHICLE LICENSING OFFICE

MTC 36

Ferguson Block  
Toronto M7A 1Z8

The Vehicle Licensing Office registers and issues *licences* for all *motor vehicles*, *trailers* and snow vehicles, (e.g., *snowmobiles*). Issues licences to individuals in respect of specific premises used for wrecking or dealing in motor vehicles. Although the management and control of program is administered at Queen's Park, licensing is available throughout Ontario through agents at 315 locations.

For information on how to get licences for vehicles, contact the Agents Issuing Section, Queen's Park, 416-965-1226, your local Issuing Agent or any of the following Ministry Issuing Offices. For information on ownership of vehicles see this Ministry's Licensing & Control Br Vehicle Records & Information entry, MTC 37.

382 Wellington St. W.  
**Chatham N7M 1K4**  
519-352-6154

447 McKeown Ave.  
**North Bay**  
705-472-7900

533 Montreal St.  
**Kingston K7K 3H9**  
613-544-2220

67 Thornton Road S.  
**Oshawa L1J 5Y1**  
416-728-7505

659 Exeter Road  
Box 5338  
**London N6E 1L3**  
519-681-1441, Local 240

1570 Walkley Road  
**Ottawa K1V 6P5**  
613-731-1760

2520 Dixie Road S.  
**Mississauga L4Y 2A5**  
416-279-5305

370 Kenora Ave. N.  
**Stoney Creek L8E 2W2**  
416-561-5921



431 Hibernia St.  
Stratford N5A 5W2  
519-271-0961

1st Floor, Macdonald Block  
Queen's Park, Toronto  
416-965-2206

615 South James St.  
Box 1177  
Thunder Bay P7C 4X9  
807-577-5745

1201 Wilson Ave.  
Toronto (Downsview) M3M 1J8  
416-248-7171

## LICENSING & CONTROL BR VEHICLE RECORDS & INFORMATION

MTC 37

Ferguson Block  
Toronto M7A 1Z8  
416-965-1500

The Vehicle Records & Information Office provides information on *vehicles* to the police (965-9545) and for a fee to insurance companies, legal firms and the public. Write to: Vehicle Records, Min. of Transportation & Communications, Ferguson Block, Queen's Park, Toronto M7A 2A2; or go in person to Macdonald Block, Queen's Park or district offices listed under this Ministry's Operations, Regional, Drivers & Vehicles entry, MTC 20. Answers inquiries on change of address for vehicle ownership *permits* (965-4395). For information on advance accounts for vehicle registration, call 965-0755. Search Group (965-1563) provides current or historical (current plus 3 years) data on vehicles ownership, description and *insurance* searched by plate number, owner's name or serial number (for passenger cars and *trailers*). Fee is \$3. Terminal Operations (965-9545) issues replacement copies of lost vehicle permits at \$2. Inquire about replacements already applied for at 965-4620. Public Resolve Group (965-3635) helps correct records on vehicles when parking *summonses* and *warrants* were wrongly issued, or vehicles were sold and purchaser failed to complete all aspects of the transaction.

## PROGRAM DEVELOPMENT BR

MTC 38

416-248-3548

Program Development Br determines regulatory program needs of *drivers* and private and commercial *vehicles* by conducting an annual evaluation of their performance. Develops new programs and strategies to meet Ontario's social, economic, environmental and technological needs. Establishes standards for drivers and vehicles. Negotiates *licence* plate reciprocity agreements (commercial vehicles) with the United States and other Canadian jurisdictions and provides information and liaison on matters relating to government policies concerning the *highway* carrier industries. Manages the vehicle equipment approval program and investigates *accidents* in which condition of vehicles may have been contributory factor. Develops and modifies procedures for *safety* standards enforcement. Prepares drafts for proposed legislation and regulations.

## VEHICLE REGISTRATION SYSTEM PROJECT

MTC 39

25 Grosvenor St.  
Toronto M7A 1Y6  
416-965-3248

Vehicle Registration System Project was set up in July, 1978 to re-design the *vehicle* registration system. The project is expected to continue until 1983.

## ASSISTANT DEPUTY MINISTER - PROVINCIAL/MUNICIPAL TRANSPORTATION

## COORDINATOR EXTERNAL RELATIONS

MTC 40

416-248-3789

The Coordinator External Relations coordinates *intergovernmental* relationships between Ontario and the other provinces and the federal government in the field of *transportation*. The Coordinator monitors the activities, new programs and legislation of other provincial governments and the federal government, and assesses the possible impact on the Ministry for the information of senior management.

## TRANSPORTATION PROGRAMS DIVISION

## AIR OFFICE

MTC 41

416-248-3325

The Air Office develops provincial policy on aviation matters; reviews applications before the Air Transport Committee of the Canadian Transport Commission and prepares provincial positions to influence the committee and the federal government; plans provincially funded *air* services; administers *financial assistance* to *municipalities* for local *airports*; plans and programs the construction and maintenance of remote airports in *Northern Ontario*. The actual construction and maintenance activities for remote airports are carried out by Operations, Regional, Northwestern Region. See entry under Operations, Regional, Remote Northern Transportation Office, MTC 24.

## MARINE &amp; PIPELINE OFFICE

MTC 42

416-965-1209

The Marine and Pipeline Office develops provincial policy on *water transportation* and *pipeline* matters which affect the province.

## MUNICIPAL ROADS OFFICE

MTC 43

416-248-3621

The Municipal Roads Office develops policy for the provision of *financial assistance* to all *municipalities* and groups in *unorganized territories* for the *construction* and maintenance of *roads* and *bridges*; develops systems to assist municipalities in the overall programming of capital works; processes submissions to the *Urban Transportation Assistance Program* involving municipal roads. Construction and maintenance in unorganized territories as well as direct contact on a day to day basis with municipalities is carried out in various District Offices under direction of Regional Municipal Roads Offices. For a list of the district offices see this Ministry's Operations, Regional, entry, MTC 17.

## RAIL OFFICE

MTC 44

416-248-3477

The Rail Office develops provincial policy on *rail* matters. Maintains close contact with *railway* companies and manages the *Urban Transportation Assistance Program*.

## TRANSIT OFFICE

MTC 45

416-248-3785

The Transit Office provides *financial assistance* to *municipalities* for *transit* operations by bus, streetcar and subway; for construction, acquisition and rehabilitation of capital as-

sets and equipment; for transit planning studies and demonstration projects. Provides municipalities with technical and organizational assistance in transit operations.

## POLICY PLANNING & RESEARCH DIVISION

### EXPERIMENTAL DEMONSTRATION &

MTC 46

### TECHNOLOGY TRANSFER

416-248-7226

The Experimental Demonstration & Technology Transfer Office is responsible for the experimental facilities on *transportation research* in the Research and Development Branch. This includes engineers and technicians specializing in areas such as electronics, acoustics, instrumentation, automobile and mechanical engineering besides equipment and instrumentation to support the research programs. Electronic and instrumentation *laboratory* facilities are available to other ministries. The Technology Transfer Office is responsible for the publishing facilities in the Policy Planning & Research Division. The staff of editors and graphics specialists assist in the production of research reports and technical brochures written by scientific staff of the Research and Development Branch.

### POLICY PLANNING BR

MTC 47

416-248-3638

The Branch consists of three separate Offices: Policy Development Office (248-3727), Policy Analysis and Evaluation Office (248-3727), and Demand Analysis and Forecasts Office (248-3795). It is responsible for developing, maintaining and supplying *travel* demand forecasts for the Ministry's strategic and program planning activities; developing long range perspectives on urban and inter-city movement of goods and people; developing corporate policy positions on multi-modal *transportation* issues; developing evaluation criteria and methodology to assess the achievement of the Ministry's goals and objectives and the contribution by the Ministry's programs to other government programs.

### RESEARCH & DEVELOPMENT BR

MTC 48

416-248-3917

Conducts engineering *research* and development related to materials, pavement and structures as well as other technological improvements associated with Ministry *transportation* programs. Carries out system research and development relative to *traffic* control systems, commercial *vehicle* dynamics (e.g. response to pavement materials, the use of various tires, etc.), behavioral science, *transit* vehicles. Provides support research and testing to Urban Transportation Development Corporation (UTDC), Toronto Area Transit Operating Authority (TATO), Transportation Energy Management Program (TEMP) as well as testing instrumentation expertise and value engineering. Further details of Branch activities are described under Research and Development and the activity name.

### RESEARCH & DEVELOPMENT BR AUTOMOTIVE ENERGY

MTC 49

416-248-7141

Supports the Ministry's *Transportation Energy Management Program* with a *research* and test program in the following areas: *motor vehicles*, *trucks* and alternate *fuels*.



RESEARCH & DEVELOPMENT BR CONTROL  
SYSTEMS  
416-248-3771

MTC 50

Research and development in the application of modern automation and process control technology to improve the efficiency and safety of *transportation* systems. Current research and development projects involve *highway* corridor *traffic* management systems, computerized area traffic signal control systems for small *municipalities*, command and control systems for urban *rail transit* and microprocessor applications in transportation systems. An up-to-date *library* of traffic simulation and optimization programs is maintained for research applications.

RESEARCH & DEVELOPMENT BR  
EXPERIMENTAL DEMONSTRATION  
416-248-7226

MTC 51

Responsible for experimental facilities on *transportation research* this unit includes engineers and technicians specializing in areas such as electronics, acoustics, instrumentation, automobile and mechanical engineering in addition to equipment and instrumentation to support the research programs. Electronic and instrumentation *laboratory* facilities are available to other Ministries.

Technology Transfer disseminates information to target audiences within the Ministry, industry, the general public, and other provincial, national and international governments and institutions, effectively directing the printing, publication and distribution of technical reports, papers, research abstracts, implementation packages and audio-visual presentations.

RESEARCH & DEVELOPMENT BR HUMAN &  
SOCIAL SYSTEMS  
416-248-7191

MTC 52

Carries out investigations of *driver* behaviour and associated education, training and testing in support of *highway safety*; study of the operational effectiveness of *transportation* components and networks (e.g. *truck* inspection system); establishment of the inter-relationship of infrastructure capacity, equity and maintenance costs with load legislation, enforcement and the economy of goods transport; social and human studies related to *transit* and highway use (e.g. reaction to *noise* barriers, transit information systems); countermeasures *research* for highway safety (e.g. *speed limits*, *seat belts*); identification of transportation related opportunities for Ontario *industry* through *economic* and operations research and development.

RESEARCH & DEVELOPMENT BR MATERIALS &  
ENVIRONMENT  
416-248-3355

MTC 53

The Materials and Environment Office conducts *research* related to *construction* materials and the interaction of a *highway* facility with the immediate environment and the *vehicle*. These studies include the properties and construction techniques of *soils*, granular materials, *waste* materials, asphalt, concrete and other construction materials to improve their economy and durability; studies of systems and development of test procedures to define the required quality of materials and construction; the investigation of highway/vehicle systems interaction to improve skid resistance, visibility, illumination,



and *safety*; development of improved *noise* barriers and *safety* barriers; improvement of *drainage* and minimization of adverse effects of winter maintenance salting; and devising rehabilitation techniques and materials for concrete *bridge* decks, substructures and pavements.

#### RESEARCH & DEVELOPMENT BR PAVEMENT

MTC 54

##### RESEARCH

416-248-3355

The *Pavement Research Office* conducts *research* related to *highway* pavement design, pavement performance, and pavement management systems. This research involves the development of new approaches to pavement design and selection, taking account of initial and lifetime costs; seeking improved methods of evaluating and predicting pavement performance and life under environmental and traffic influences; studying methods and procedures for the determination of pavement thickness under various traffic loads and intensities; and determining improved procedures for pavement maintenance and rehabilitation to prolong service life.

#### RESEARCH & DEVELOPMENT BR STRUCTURES

MTC 55

##### RESEARCH

416-248-3355

Carries out *research* and development into the theory and practice of the design, *construction*, and maintenance of *bridge* structures to ensure adequate load carrying capacity, *safety*, economy, and durability. This Office initiated the development of the *Ontario Highway Bridge Code*, and a number of projects are underway to support the Code. Further studies include the field testing of static and dynamic responses of bridges, culverts, and other *highway* structures; modelling of structures, members and components; development of new analytical methods and applications of structural mechanics; and the development of improved structural material usage, such as *timber*.

#### RESEARCH & DEVELOPMENT BR TRANSPORT & VEHICLE SYSTEMS

MTC 56

416-248-3771

Carries out systems *research*, development, demonstration on a project basis for all modes of *transportation* including the way (except highways) and the *vehicle*. Activities include investigating steel wheels on *rail transit* systems studying dynamics of transit vehicles, ways and structures; improvement of transit vehicles (including *buses*) and associated propulsion and operational characteristics. Maintains awareness and initiates research opportunities in *water*, *air*, rail, *pipeline* and paratransit modes including car and van pooling.

#### TRANSPORTATION ENERGY MANAGEMENT PROGRAM

MTC 57

416-248-7141

Carried out in conjunction with the Ministry of Energy, the Transportation Energy Management Program (TEMP) is concerned with the following areas: *municipal* and intercity *transportation conservation*; ridesharing (car and van pooling); *driver* efficiency improvement; Trucksave (*Truck energy* conservation); alternative transportation *fuels* (propane, natural gas, greater use of diesels); and development of alternate fuels policy

and administration of Government of Ontario energy management programs for its own *vehicle* fleet.

## TRANSPORTATION OUTLOOKS

MTC 58

416-248-3571

Scans and monitors the external environment and provides the Ministry with *research* in the form of medium and long term future studies and outlooks on *social, economic, technological* and *population* changes as these may relate to *transportation*. Identifies potential strategic issues which may be of significant interest to the Ministry's Strategic Policy Committee.

## AGENCIES

### ONTARIO HIGHWAY TRANSPORT BOARD

MTC 59

151 Bloor St. W.

Toronto M5S 2T5

416-965-1845

The Ontario Highway Transport Board, a regulatory tribunal, approves issuance of and changes to *licences* for *bus* and *truck* for-hire services. Recommends to the Minister of Transportation and Communications, approval or rejection of transfers of operating licences and public vehicle tariffs. Operating licences are issued by the Minister of Transportation and Communications under the following acts: Public Commercial Vehicles Act, Public Vehicles Act and the Motor Vehicle Transport Act, Canada. These acts require that for-hire bus and truck operators hold an operating licence.

### ONTARIO TELEPHONE SERVICE COMMISSION

MTC 60

3625 Dufferin St., Suite 200

Downsview M3K 1Z2

416-248-3831

The Ontario Telephone Service Commission (OTSC) is responsible for regulating the providers of *telephone* services under provincial jurisdiction, under The *Telephone Act*. There are 31 telephone systems under the jurisdiction of the Ontario Telephone Service Commission. Bell Canada is not under this jurisdiction; it reports to the Canadian Radio-Television and Telecommunications Commission (CRTC).

### TORONTO AREA TRANSIT OPERATING AUTHORITY

MTC 61

3625 Dufferin St.

Toronto M3K 1Z2

416-630-2635

The Toronto Area Transit Operating Authority (TATOA) was created to design, establish and operate an inter-regional *transit* system serving Metro Toronto and the regional municipalities of Peel, Durham, Halton, Hamilton-Wentworth and York. Manages *Go Transit*, a commuter railway service operated by CN Railways, and a commuter bus service operated by Gray Coach Lines, Travelways Maple Leaf Ltd., Charterways Transportation Ltd. For information on timetables and fares phone local Go Transit number (in Toronto, 630-3933). TATOA reports to the Legislature through the Minister of Transportation & Communications.

LICENCE SUSPENSION APPEAL BOARD  
416-248-3845

MTC 62

The Board hears appeals: from persons whose *driver's* or *vehicle licence* has been suspended under the *Highway Traffic Act, Section 27*; and concerning the refusal, revocation or conditions of *motor vehicle inspection station licences* under the *Highway Traffic Act, Section 58*.

## **MINISTRY OF TREASURY & ECONOMICS**

**Frost Bldg. South**

**Queen's Park, Toronto M7A 1Y7**

**(Location Exceptions Noted)**

The Ministry of Treasury and Economics recommends fiscal, economic and regional policies within the Ontario government. The Ministry deals with taxation and fiscal policy (including development of the provincial Budget), economic policy and analysis, regional economic development, provincial borrowing and accounting, and statistical information.

### **DEPUTY MINISTER'S OFFICE**

#### **OFFICE OF LEGAL SERVICES**

**TREASURY 1**

**416-965-5239**

Office of Legal Services provides legal services for the Ministry of Treasury and Economics and the Ontario Economic Council. The Office counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settling of claims, acting at court hearings, etc. It is responsible to the Attorney General's Office.

### **SUPPORT SERVICES**

#### **INTERNAL AUDIT SERVICES BR**

**TREASURY 2**

**1075 Bay St.**

**Toronto M5S 2B1**

**416-965-5123**

Internal Audit Services Branch provides an internal audit capacity within the Ministry to reinforce post-audit requirements and promote safekeeping of public funds and property entrusted to the Ministry. Serves the Ministry of Treasury and Economics, Ministry of Intergovernmental Affairs, Ministry of Energy and Civil Service Commission.

#### **MANAGEMENT SERVICES BR**

**TREASURY 3**

**416-965-7582**

Management Services Br assists the Ministry's officers in the achievement of the Ministry's objectives; estimates, monitors and evaluates the allocation, utilization and performance of the Ministry's resources, including the assessment of its organization structure; coordinates the Ministry's relationships with Management Board Secretariat.

### **ADMINISTRATION SERVICES DIVISION**

#### **ADMINISTRATION SERVICES DIVISION**

**TREASURY 4**

**1075 Bay St.**

**Toronto M5S 2B1**

**416-965-5420**

Administration Services Division, in addition to providing overall administrative direction and coordination for the Ministry of Treasury and Economics and the Ministry of Intergovernmental Affairs, provides full administration services to the following: Ministry



of Energy, the Ontario Energy Board, Niagara Escarpment Commission, Ontario Economic Council, and except for personnel services, to the Civil Service Commission and to Management Board. The Division is also involved with this Ministry's affirmative action program to improve the status of Ontario government employees with the ultimate aim of ensuring equal opportunity for women. For a description of the branches that provide the Division's services, see the descriptions listed below.

#### ACCOUNTS AND OFFICE SERVICES BR

TREASURY 5

1075 Bay St.  
Toronto M5S 2B1  
416-965-4085

Accounts & Office Services Br performs the accounting, office support (administrative services) and cartographic and drafting services (*maps*, graphs, charts, 965-2773) for the Ministry of Treasury and Economics. Also provides accounting and administrative services for the Ontario Economic Council, Niagara Escarpment Commission, Ministry of Intergovernmental Affairs, Ministry of Energy, Ontario Energy Board, Management Board Secretariat and Civil Service Commission.

The general accounting functions include sharing payroll functions with the Ministry's Personnel Administration Branch, expense account services, accounts payable, and financial liaison with the Provincial Auditor, and other government ministries and agencies.

The Administrative services include the purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration). The Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The Branch is also responsible for office safety supervision.

#### COMMUNICATIONS GROUP

TREASURY 6

416-965-7171

Communications Group provides the information service for the Ministry of Treasury and Economics. The Communications Group informs the public, client groups and the media about the Ministry's activities. It establishes the Ministry's communications policy and advises its branches on communications problems. The Group provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, producing and distributing audio-visual materials, publications and news releases, and operating the Ministry *reading room* which provides public access to Ministry publications, statutes and some of its manuals and internal procedures.

#### LIBRARY SERVICES BR

TREASURY 7

Frost Building North  
Toronto M7A 1Y8  
416-965-2314

Library Services Br operates a *library* which has reference materials for use by this Ministry and the *Ministry of Intergovernmental Affairs* and their agencies, and to a lesser extent, by other provincial and federal ministries. The library has three indices which may

be of interest to municipalities and the public: an index to *legislation* in the form of private acts in Ontario since 1867; an index and history of *incorporation* for Ontario *municipalities* since 1792; and an index to *unorganized territories* (unincorporated communities) in Ontario. Questions on annexations, amalgamations, and dissolutions of Ontario municipalities can be answered by this Branch.

#### PERSONNEL ADMINISTRATION BR

TREASURY 8

1075 Bay St.

Toronto M5S 2B1

416-965-6171

Personnel Administration Br performs the *personnel* functions for the Ministry of Treasury and Economics, the Ministry of Intergovernmental Affairs, the Ministry of Energy, Ontario Energy Board, Ontario Energy Corporation and the Niagara Escarpment Commission. Personnel Administration Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. Personnel Administration Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. Personnel Administration Branch maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

#### TREASURY DIVISION

##### FINANCE MANAGEMENT BR

TREASURY 9

Frost Building N.

Toronto M7A 1Z2

416-965-2914

Finance Management Br provides policy recommendations, implementation and *research* in *public finance* to ensure sound strategy and to preserve Ontario's credit worthiness; controls and manages the government's cash flows to ensure that obligations are met without default and that surplus funds are *invested*; provides direction for the province's centralized financing policy and government *debt* management requirements including the issuance and retirement of Province of Ontario debt *securities* (*debentures*) and *treasury bills*; coordinates overall debt policy for the public and non-public financing of the province, Ontario Hydro and all boards, commissions and agencies utilizing the provincial guarantee.

##### FINANCIAL INFORMATION & ACCOUNTING POLICY BR

TREASURY 10

416-965-5273

Financial Information & Accounting Policy Br manages Ontario's requirements in overall government *accounting*, control and consolidated *public* and internal *financial* reporting. Specifically, it: maintains records of all *Consolidated Revenue Fund* transactions; prepares reports for use by the Treasurer before the Legislature, the public and the financial community, e.g., *Public Accounts*, and prospectuses of *debentures*; operates central financial information systems by analyzing and consolidating data on revenues,

expenditures, budgets, forecasts and *statistics*; provides all ministries and agencies with direction on financial transactions to ensure quality and comprehension of accounting and financial management policies; coordinates interministry effort on 'in-house' systems to ensure compatibility with central financial information systems; provides expertise on all accounting and financial matters as referred by Management Board and all ministries and agencies; provides liaison with the *banking* community.

#### SECURITIES BR

TREASURY 11

416-965-6691

Outside Toronto, call Zenith 15120

Securities Br acts as registrar and transfer agent of the provincial public *debt* issues, both domestic and foreign. The Branch is responsible for the prompt payment of interest on the public debt; supplies *investors* with information on transfer requirements; arranges for complete service of *debentures* from issue to maturity. Also provides support for the programs of the Finance Management Branch in the *investments* of the province and holds in safekeeping *securities* deposited with the province by the public in accordance with the regulations of provincial legislation.

#### OFFICE OF THE BUDGET & INTERGOVERNMENTAL FINANCE

##### INTERGOVERNMENTAL FINANCE POLICY BR

TREASURY 12

416-965-3505

Branch activities include developing policies for government financing; negotiating, coordinating and monitoring *federal-provincial* financial arrangements and agreements; advising the Ontario government on the financial implications of federalism. The Branch also initiates special studies in *intergovernmental* financial arrangements, including arrangements with other provincial governments. It also monitors, coordinates and provides advice on local transfer policy (i.e., *provincial-municipal* and school board financial arrangements) and overall *intergovernmental* revenue-sharing.

##### FISCAL PLANNING POLICY BR

TREASURY 13

416-965-5171

Responsible for the coordination and preparation of the Province's fiscal plan which is published annually in the *Budget* and updated quarterly in *Ontario Finances*.

##### TAXATION POLICY BR

TREASURY 14

416-965-5058

The *Taxation* Policy Branch monitors the Ontario tax system and analyzes alternative tax options. Makes recommendations as to the appropriate level and mix of *taxation* in the Province of Ontario.

#### OFFICE OF ECONOMIC POLICY

##### ECONOMIC DEVELOPMENT BR

TREASURY 15

416-965-7061

Economic Development Br functions include: development and recommendation of *economic* development policies concerning broad strategies for the five economic regions in Ontario; analysis of specific economic development proposals and issues with signifi-



cant regional impact and the development of appropriate policy options; analysis of sectors with major economic and regional development significance; coordination of negotiations with the *Department of Regional Economic Expansion* on behalf of the province; project development, analysis and monitoring for the *Regional Priority Budget* in Southern Ontario.

**ECONOMIC POLICY BR**  
416-965-2999

**TREASURY 16**

Economic Policy Br conducts *research* and develops *economic* policy strategies in the following areas: the development of *industry* and finance, anti-inflation, *energy*, international *trade*, interprovincial trade competition, *manpower* and *employment* policy, and short- and medium-term industrial and economic forecasts.

**ECONOMIC RESEARCH BR**  
Frost Building North  
Toronto M7A 1Y2  
416-965-5454

**TREASURY 17**

Economic Research Br investigates and monitors economic issues in Ontario. To support Ministry decision-making, undertakes *economic research* of government policy priorities. Studies include industry sector analyses, and structural issues.

**CENTRAL STATISTICAL SERVICES**

**CENTRAL STATISTICAL SERVICES**  
Frost Building N.  
Toronto M7A 1Y9  
416-965-7078  
Outside Toronto, call Zenith 62040

**TREASURY 18**

Central Statistical Services supplies *statistical* services to individual ministries and to the central agencies of the Ontario government to assist in planning and policy formulation. Coordinates activities with Statistics Canada and other statistical agencies. Publishes selected social and economic statistical reports available from the Ontario Government Bookstore. Provides a general statistical information service to the public and to the ministries in the fields of *population*, social and *economic* statistics (965-7078); demographic estimates and projections, *Ontario Economic Accounts* and specialized social and economic statistical studies (965-2217) as well as providing statistical survey and advisory services (965-3792).

**AGENCIES**

**ONTARIO ECONOMIC COUNCIL**  
81 Wellesley St. E.  
Toronto M4Y 1H6  
416-965-4315

**TREASURY 19**

Ontario Economic Council (OEC) is an advisory group reporting to the Ontario government and the public on a wide range of *economic* and other matters such as *urban affairs*, *social security*, *health* and *education* policy. The Council seeks to create a greater awareness and public understanding of socio-economic issues. It coordinates its work with the *Economic Council of Canada* and Ontario government ministries. Publishes an annual



report which details *research* publications and work in progress. The Council also operates a *library*.



# Ministerial Responsibility for Acts

- Abandoned Orchards Act  
(Agriculture & Food)
- Absconding Debtors Act (Attorney General)
- Absentees Act (Attorney General)
- Accidental Fires Act (Attorney General)
- Accumulations Act (Attorney General)
- Administration of Justice Act  
(Attorney General)
- Age of Majority and Accountability Act, 1971 (Attorney General)
- Agricultural Associations Act  
(Agriculture & Food)
- Agricultural Committees Act  
(Agriculture & Food)
- Agricultural Development Repeal Act, 1979 (Treasury & Economics)
- Agricultural Rehabilitation and Development Act Ontario  
(Agriculture & Food)
- Agricultural Representatives Act  
(Agriculture & Food)
- Agricultural Research Institute of Ontario Act (Agriculture & Food)
- Agricultural Societies Act  
(Agriculture & Food)
- Agricultural Tile Drainage Installation Act, 1972 (Agriculture & Food)
- Airports Act (Transportation & Communications)
- Alcoholism and Drug Addiction Research Foundation Act  
(Health)
- Algonquin Forestry Authority Act, 1974 (Natural Resources)
- Algonquin Provincial Park Extension Act, 1960-61 (Natural Resources)
- Aliens' Real Property Act (Attorney General)
- Ambulance Act (Health)
- An Act To Confirm the Title of the Government of Canada (Natural Resources)
- Anatomy Act (Solicitor General)
- Anglican Churches of Canada Act, 1979 (Attorney General)
- Animals for Research Act  
(Agriculture & Food)
- Anti-Inflation Agreement Act, 1976  
(Attorney General)
- Apportionment Act (Consumer & Commercial Relations)
- Apprenticeship and Tradesmen's Qualification Act (Colleges & Universities)
- Arbitrations Act (Attorney General)
- Architects Act (Attorney General)
- Archives Act (Culture & Recreation)
- Art Gallery of Ontario Act (Culture & Recreation)
- Artificial Insemination of Live Stock Act (Agriculture & Food)
- Arts Council Act (Culture & Recreation)
- Assessment Review Court Act, 1972  
(Attorney General)
- Assignments and Preferences Act  
(Consumer & Commercial Relations)
- Athletics Control Act (Consumer & Commercial Relations)
- Audit Act, 1977 (Provincial Auditor)
- Audit Act, 1977 (Treasury & Economics for Changes to Legislation.)
- Authorization Act, 1958 (Natural Resources)

- Bail Act (Attorney General)
- Bailiff's Act (Consumer & Commercial Relations)
- Barristers Act (Attorney General)
- Beach Protection Act (Natural Resources)
- Beds of Navigable Waters Act (Natural Resources)
- Beef Cattle Marketing Act (Agriculture & Food)
- Bees Act (Agriculture & Food)
- Bills of Sale Act (Consumer & Commercial Relations)
- Blind Persons' Allowance Act (Community & Social Serv)
- Blind Persons' Rights Act, 1976 (Attorney General)
- Blind Workmen's Compensation Act (Labour)
- Boilers and Pressure Vessels Act (Consumer & Commercial Relations)
- Boundaries Act, 1980 (Consumer & Commercial Relations)
- Bread Sales Act (Consumer & Commercial Relations)
- Bridges Act (Transportation & Communications)
- Brock University Act, 1964 (Colleges & Universities)
- Brucellosis Act (Agriculture & Food)
- Building Code Act, 1974 (Consumer & Commercial Relations)
- Bulk Sales Act (Attorney General)
- Business Corporations Act (Consumer & Commercial Relations)
- Business Practices Act, 1974 (Consumer & Commercial Relations)
- Business Records Protection Act (Attorney General)
- Canada Company's Land Act (Natural Resources)
- Cancer Act (Health)
- Cancer Remedies Act (Health)
- Carleton University Act, 1952 (Colleges & Universities)
- Cemeteries Act (Consumer & Commercial Relations)
- Centennial Centre of Science and Technology Act (Culture & Recreation)
- Certification of Titles Act, 1979 (Consumer & Commercial Relations)
- Change of Name Act (Attorney General)
- Charitable Gifts Act (Attorney General)
- Charitable Institutions Act (Community & Social Serv)
- Charities Accounting Act (Attorney General)
- Child Welfare Act, 1978 (Community & Social Serv)
- Child Welfare Municipal Payments Continuance Act, 1976 (Community & Social Serv)
- Child Welfare Validation of Adoption Orders Act, 1980 (Community & Social Serv)
- Children's Institutions Act (Community & Social Serv)
- Children's Law Reform Act, 1977 (Attorney General)
- Children's Mental Health Services Act, 1978 (Community & Social Serv)
- Children's Probation Act, 1978 (Community & Social Serv)
- Children's Residential Services Act, 1978 (Community & Social Serv)
- Children's Services Transfer Act, 1977 (Community & Social Serv)
- Chiropody Act (Health)



- City of Brantford, the Township of Brantford and the County of Brant Act, 1980 (Intergovernmental Affairs)
- City of Cornwall Annexation Act, 1974 (Intergovernmental Affairs)
- City of Gloucester Act, 1980 (Intergovernmental Affairs)
- City of Hamilton Act, 1975 (Intergovernmental Affairs)
- City of Hazeldean-March Act, 1978 (Intergovernmental Affairs)
- City of Nepean Act, 1978 (Intergovernmental Affairs)
- City of Port Colborne Act, 1974 (Intergovernmental Affairs)
- City of Sudbury Hydro-Electric Service Act, 1980 (Energy)
- City of Thorold Act, 1975 (Intergovernmental Affairs)
- City of Thunder Bay Act, 1968-69 (Intergovernmental Affairs)
- City of Timmins-Porcupine Act, 1972 (Intergovernmental Affairs)
- Co-operative Corporations Act, 1973 (Consumer & Commercial Relations)
- Co-operative Loans Act (Agriculture & Food)
- Collection Agencies Act (Consumer & Commercial Relations)
- Colleges Collective Bargaining Act, 1975 (Colleges & Universities)
- Commercial Tenancies Act (Requires Proclamation) (Attorney General)
- Commissioners for Taking Affidavits Act (Attorney General)
- Commodity Board Members Act, 1976 (Agriculture & Food)
- Commodity Boards and Marketing Agencies Act, 1978 (Agriculture & Food)
- Commodity Futures Act, 1977 (Consumer & Commercial Relations)
- Community Psychiatric Hospitals Act (Health)
- Community Recreation Centres Act, 1974 (Culture & Recreation)
- Commuter Services Act (Transportation & Communications)
- Compensation for Victims of Crime Act, 1971 (Attorney General)
- Compulsory Automobile Insurance Act, 1979 (Consumer & Commercial Relations)
- Condominium Act, 1978 (Consumer & Commercial Relations)
- Confederation Centennial Act, 1962-63 (Intergovernmental Affairs)
- Conservation Authorities Act (Natural Resources)
- Constitutional Questions Act (Attorney General)
- Construction Hoists Act (Consumer & Commercial Relations)
- Construction Safety Act, 1973 (Labour)
- Consumer Protection Act (Consumer & Commercial Relations)
- Consumer Protection Bureau Act (Consumer & Commercial Relations)
- Consumer Reporting Act, 1973 (Consumer & Commercial Relations)
- Conveyancing and Law of Property Act (Attorney General)
- Coroners Act, 1972 (Solicitor General)
- Corporation Securities Registration Act (Consumer & Commercial Relations)

- Corporations Act (Consumer & Commercial Relations)  
Corporations Information Act, 1976 (Consumer & Commercial Relations)  
Costs of Distress Act (Attorney General)  
County Court Judges' Criminal Courts Act (Attorney General)  
County Courts Act (Attorney General)  
County Judges Act (Attorney General)  
County of Oxford Act, 1974 (Intergovernmental Affairs)  
Credit Unions and Caisses Populaires Act, 1976 (Consumer & Commercial Relations)  
Creditors' Relief Act (Attorney General)  
Crop Insurance Act Ontario (Agriculture & Food)  
Crown Administration of Estates Act (Attorney General)  
Crown Agency Act (Attorney General)  
Crown Attorneys Act (Attorney General)  
Crown Emp Collective Bargaining Act, 1972, As Amended 1974 (Management Board)  
Crown Timber Act (Natural Resources)  
Crown Witnesses Act (Attorney General)  
Day Nurseries Act, (Community & Social Serv)  
Dead Animal Disposal Act (Agriculture & Food)  
Debt Collectors Act (Consumer & Commercial Relations)  
Dental Technicians Act (Health)  
Dentistry Act, Section 12 (Health)  
Denture Therapists Act, 1974 (Health)  
Deposits Regulation Act (Consumer & Commercial Relations)  
Development Corporations Act, 1973 (Industry & Tourism)  
Developmental Services Act, 1974 (Community & Social Serv)  
Devolution of Estates Act (Attorney General)  
Disabled Persons Allowances Act (Community & Social Serv)  
Discriminatory Business Practices Act, 1978 (Consumer & Commercial Relations)  
Disorderly Houses Act (Attorney General)  
District Municipality of Muskoka Act (Intergovernmental Affairs)  
District of Parry Sound Local Government Act, 1979 (Intergovernmental Affairs)  
District Welfare Administration Boards Act (Community & Social Serv)  
Dog Licensing and Live Stock and Poultry Protection Act (Agriculture & Food)  
Dominion Courts Act (Attorney General)  
Drainage Act, 1975 (Agriculture & Food)  
Drugless Practitioners Act (Health)  
Durham Municipal Hydro-Electric Service Act, 1979 (Energy)  
Edible Oil Products Act (Agriculture & Food)  
Education Act, 1974 (Education)  
Egress From Public Buildings Act (Consumer & Commercial Relations)  
Egress From Public Buildings Act (Solicitor General)

- Elderly Persons Centres Act  
(Community & Social Serv)
- Elderly Persons' Housing Aid Act  
(Housing)
- Election Act (Premier's Office)
- Election Finances Reform Act, 1975  
(Assembly Office)
- Elevators and Lifts Act (Consumer  
& Commercial Relations)
- Employees' Health and Safety Act,  
1976 (Labour)
- Employment Agencies Act (Labour)
- Employment Standards Act, 1974  
(Labour)
- Endangered Species Act, 1971  
(Natural Resources)
- Energy Act, 1971 (Consumer &  
Commercial Relations)
- Environmental Assessment Act,  
1975 (Environment)
- Environmental Protection Act, 1971  
(Environment)
- Escheats Act (Attorney General)
- Essex County French-Language  
Secondary School Act, 1977  
(Education)
- Estreats Act (Attorney General)
- Evidence Act (Attorney General)
- Execution Act (Attorney General)
- Executive Council Act (Premier's  
Office)
- Expropriations Act (Attorney  
General)
- Extra-Judicial Services Act  
(Attorney General)
- Factors Act (Consumer &  
Commercial Relations)
- Family Benefits Act (Community &  
Social Serv)
- Family Law Reform Act, 1978  
(Attorney General)
- Farm Income Stabilization Act, 1976  
(Agriculture & Food)
- Farm Loans Act (Treasury &  
Economics)
- Farm Loans Adjustment Act  
(Treasury & Economics)
- Farm Products Containers Act  
(Agriculture & Food)
- Farm Products Grades and Sales Act  
(Agriculture & Food)
- Farm Products Marketing Act  
(Agriculture & Food)
- Farm Products Payments Act  
(Agriculture & Food)
- Ferries Act (Transportation &  
Communications)
- Financial Administration Act  
(Treasury & Economics)
- Fines and Forfeitures Act (Attorney  
General)
- Fire Accidents Act (Solicitor  
General)
- Fire Departments Act (Solicitor  
General)
- Fire Fighters' Exemption Act  
(Solicitor General)
- Fire Guardians Act  
(Intergovernmental Affairs)
- Fire Marshals Act (Solicitor  
General)
- Fires Extinguishment Act  
(Intergovernmental Affairs)
- Fish Inspection Act (Natural  
Resources)
- Fisheries Act Canada (Natural  
Resources)
- Fisheries Loans Act (Natural  
Resources)
- Flag Act (Gov't Services)
- Floral Emblem Act (Gov't Services)
- Fluoridation Act (Health)
- Foreign Cultural Objects Immunity  
From Seizure Act, 1978 (Culture  
& Recreation)
- Forest Fires Prevention Act (Natural  
Resources)



- Forest Tree Pest Control Act  
(Natural Resources)
- Forestry Act (Natural Resources)
- Fraudulent Conveyances Act  
(Attorney General)
- Fraudulent Debtors Arrest Act  
(Attorney General)
- Freshwater Fish Marketing Act  
Ontario (Natural Resources)
- Fruits and Vegetables Produce-for-  
Processing Act, 1974 (Agriculture  
& Food)
- Frustrated Contracts Act (Attorney  
General)
- Funeral Services Act, 1976 (Health)
- Fur Farms Act, 1971 (Agriculture &  
Food)
- Game and Fish Act (Natural  
Resources)
- Gaming Act (Attorney General)
- Gananoque Lands Act (Natural  
Resources)
- Gas and Oil Leases Act (Natural  
Resources)
- Gasoline Handling Act (Consumer  
& Commercial Relations)
- General Sessions Act (Attorney  
General)
- General Welfare Assistance Act  
(Community & Social Serv)
- Gold Clauses Act (Treasury &  
Economics)
- Government Contracts Hours and  
Wages Act (Labour)
- Grain Elevator Storage Act  
(Agriculture & Food)
- Guarantee Companies Securities Act  
(Consumer & Commercial  
Relations)
- Habeas Corpus Act (Attorney  
General)
- Haliburton Act (Intergovernmental  
Affairs)
- Healing Arts Radiation Protection  
Act, 1980 (Requires  
Proclamation) (Health)
- Halton Municipal Hydro-Electric  
Service Act, 1979 (Energy)
- Hamilton-Wentworth Municipal  
Hydro-Electric Service Act, 1980  
(Energy)
- Health Disciplines Act, 1974  
(Health)
- Health Insurance Act, 1972 (Health)
- Highway Traffic Act (Transportation  
& Communications)
- Historical Parks Act 1972 (Natural  
Resources)
- Historical Parks Act, 1972 (Culture  
& Recreation)
- Homemakers and Nurses Services  
Act (Community & Social Serv)
- Homes for Retarded Persons Act  
(Community & Social Serv)
- Homes for Special Care Act  
(Health)
- Homes for the Aged and Rest  
Homes Act (Community & Social  
Serv)
- Horticultural Societies Act  
(Agriculture & Food)
- Hospital Labour Disputes  
Arbitration Act (Labour)
- Hospitals and Charitable Institutions  
Inquiries Act (Attorney General)
- Hotel Fire Safety Act, 1971  
(Solicitor General)
- Hotel Registration of Guests Act  
(Attorney General)
- Housing Development Act  
(Housing)
- Human Tissue Gift Act, 1971  
(Solicitor General)
- Hunter Damage Compensation Act  
(Agriculture & Food)
- Hypnosis Act (Health)



- Indian Welfare Services Act  
(Community & Social Serv)
- Industrial and Mining Lands  
Compensation Act (Natural  
Resources)
- Industrial Safety Act, 1971 (Labour)
- Industrial Standards Act (Labour)
- Infants Act (Attorney General)
- Innkeepers Act (Attorney General)
- Insurance Act (Consumer &  
Commercial Relations)
- Interpretation Act (Attorney  
General)
- Interprovincial Subpoenas Act, 1979  
(Requires Proclamation)  
(Attorney General)
- Investment Contracts Act  
(Consumer & Commercial  
Relations)
- Judges' Orders Enforcement Act  
(Attorney General)
- Judicature Act (Attorney General)
- Judicial Review Procedure Act, 1971  
(Attorney General)
- Junior Farmer Establishment Act  
(Agriculture & Food)
- Juries Act, 1974 (Attorney General)
- Justices of the Peace Act (Attorney  
General)
- Labour Relations Act (Labour)
- Lac Seul Conservation Act (Natural  
Resources)
- Lake of the Woods Control Board  
Act (Natural Resources)
- Lake Superior Board of Education  
Act, 1976 (Education)
- Lakehead University Act, 1965  
(Colleges & Universities)
- Lakes and Rivers Improvement Act  
(Natural Resources)
- Land Titles Act (Consumer &  
Commercial Relations)
- Landlord and Tenant Act (Attorney  
General)
- Laurentian University of Sudbury  
Act, 1960 (Colleges &  
Universities)
- Law Society Act (Attorney General)
- Legal Aid Act (Attorney General)
- Legislative Assembly Act (Assembly  
Office)
- Legislative Assembly Retirement  
Allowances Act, 1973 (Assembly  
Office)
- Libel and Slander Act (Attorney  
General)
- Lieutenant Governor Act (Premier's  
Office)
- Lightning Rods Act (Solicitor  
General)
- Limitations Act (Attorney General)
- Limited Partnerships Act, 1980  
(Consumer & Commercial  
Relations)
- Line Fences Act, 1979  
(Intergovernmental Affairs)
- Liquor Control Act, 1975 (Consumer  
& Commercial Relations)
- Liquor Licence Act, 1975 (Consumer  
& Commercial Relations)
- Live Stock and Live Stock Products  
Act (Agriculture & Food)
- Live Stock Branding Act  
(Agriculture & Food)
- Live Stock Community Sales Act  
(Agriculture & Food)
- Live Stock Medicines Act, 1973  
(Agriculture & Food)
- Loan and Trust Corporations Act  
(Consumer & Commercial  
Relations)
- Local Improvement Act  
(Intergovernmental Affairs)
- Local Roads Boards Act  
(Transportation &  
Communications)

- Local Services Board Act, 1979  
(Northern Affairs)
- Lord's Day Ontario Act (Attorney General)
- Management Board of Cabinet Act, 1971 (Management Board)
- Manitoba Ontario Lake St. Joseph Diversion Agreement (Natural Resources)
- Marine Insurance Act (Consumer & Commercial Relations)
- Marriage Act, 1977 (Consumer & Commercial Relations)
- Master and Servant Act (Attorney General)
- Matrimonial Causes Act (Attorney General)
- McMaster University Act, 1957  
(Colleges & Universities)
- McMichael Canadian Collection Act, 1972 (Culture & Recreation)
- Meat Inspection Act Ontario  
(Agriculture & Food)
- Mechanics' Lien Act (Attorney General)
- Mental Health Act (Health)
- Mental Hospitals Act (Health)
- Mental Incompetency Act (Attorney General)
- Mercantile Law Amendment Act  
(Attorney General)
- Migratory Birds Convention Act  
(Natural Resources)
- Milk Act (Agriculture & Food)
- Min of Transp & Comm Creditors Payment Act, 1975  
(Transportation & Communications)
- Mineral Emblem Act, 1975 (Natural Resources)
- Mining Act (Labour)
- Mining Act (Natural Resources)
- Mining Tax Act, 1972 (Natural Resources)
- Ministry of Agriculture and Food Act (Agriculture & Food)
- Ministry of Agriculture and Food Statute Law Amendment and Repeal Act, 1978 (Agriculture & Food)
- Ministry of Colleges and Universities Act, 1971 (Colleges & Universities)
- Ministry of Community and Social Services Act (Community & Social Serv)
- Ministry of Consumer and Commercial Relations Act  
(Consumer & Commercial Relations)
- Ministry of Correctional Services Act, 1978 (Correctional Services)
- Ministry of Culture and Recreation Act, 1974 (Culture & Recreation)
- Ministry of Energy Act, 1973  
(Energy)
- Ministry of Government Services Act, 1973 (Gov't Services)
- Ministry of Health Act, 1972  
(Health)
- Ministry of Housing Act, 1973  
(Housing)
- Ministry of Industry and Tourism Act, 1972 (Industry & Tourism)
- Ministry of Intergovernmental Affairs Act, 1978  
(Intergovernmental Affairs)
- Ministry of Labour Act (Labour)
- Ministry of Natural Resources Act, 1972 (Natural Resources)
- Ministry of Northern Affairs Act, 1977 (Northern Affairs)
- Ministry of the Attorney General Act (Attorney General)
- Ministry of the Environment Act  
(Environment)
- Ministry of the Solicitor General Act, 1972 (Solicitor General)

- Ministry of Transportation and Communications Act, 1971 (Transportation & Communications)
- Ministry of Treasury and Economics Act, 1978 (Treasury & Economics)
- Minors' Protection Act (Attorney General)
- Moosonee Development Area Board Act (Intergovernmental Affairs)
- Mortgage Brokers Act (Consumer & Commercial Relations)
- Mortgages Act (Attorney General)
- Mortmain and Charitable Uses Act (Consumer & Commercial Relations)
- Motor Vehicle Accident Claims Act (Consumer & Commercial Relations)
- Motor Vehicle Dealers Act (Consumer & Commercial Relations)
- Motorized Snow Vehicles Act, 1974 (Transportation & Communications)
- Municipal Act (Intergovernmental Affairs)
- Municipal Act (Part) (Housing)
- Municipal Affairs Act (Intergovernmental Affairs)
- Municipal and School Tax Credit Assistance Act (Intergovernmental Affairs)
- Municipal Arbitrations Act (Intergovernmental Affairs)
- Municipal Conflict of Interest Act, 1972 (Attorney General)
- Municipal Corporations Quieting Orders Act (Intergovernmental Affairs)
- Municipal Elderly Residents' Assistance Act, 1973 (Intergovernmental Affairs)
- Municipal Elections Act, 1977 (Intergovernmental Affairs)
- Municipal Electric Railways Act (Transportation & Communications)
- Municipal Franchises Act (Intergovernmental Affairs)
- Municipal Health Services Act (Health)
- Municipal Subsidies Adjustment Repeal Act, 1976 (Intergovernmental Affairs)
- Municipal Tax Assistance Act (Intergovernmental Affairs)
- Municipal Unemployment Relief Act, 1971 (Intergovernmental Affairs)
- Municipal Works Assistance Act (Intergovernmental Affairs)
- Municipality of Metropolitan Toronto Act (Intergovernmental Affairs)
- Municipality of Shuniah Act, 1936 (Intergovernmental Affairs)
- Muskoka & Parry Sound Tel Co. Ltd Acquisition Act, 1978 (Transportation & Communications)
- National Radio Observatory Act (Natural Resources)
- National Radio Observatory Act, 1962-63 (Natural Resources)
- Negligence Act (Attorney General)
- Niagara Escarpment Planning and Development Act, 1973 (Part) (Housing)
- Niagara Escarpment Planning & Development Act, 1973 (Sec'y for Resources Development)
- Niagara Municipal Hydro-Electric Service Act, 1979 (Energy)
- Niagara Parks Act (Natural Resources)



- North Georgian Bay Recreational Reserve Act, 1962-63 (Natural Resources)
- North Pickering Development Corporation Act, 1974 (Housing)
- Notaries Act (Attorney General)
- Nursing Homes Act, 1972 (Health)
- Occupational Health and Safety Act, 1978 (Labour)
- Occupiers' Liability Act, 1980 (Attorney General)
- Official Notices Publication Act (Gov't Services)
- Oleomargarine Act (Agriculture & Food)
- Ombudsman Act, 1975 (Assembly Office)
- One Day's Rest in Seven Act (Labour)
- Ontario Agricultural Museum Act, 1975 (Agriculture & Food)
- Ontario College of Art Act, 1968-69 (Colleges & Universities)
- Ontario Credit Union League Limited Act, 1972 (Consumer & Commercial Relations)
- Ontario Deposit Insurance Corporation Act (Consumer & Commercial Relations)
- Ontario Economic Council Act (Treasury & Economics)
- Ontario Education Capital Aid Corporation Act (Treasury & Economics)
- Ontario Educational Communications Authority Act (Culture & Recreation)
- Ontario Energy Board Act (Energy)
- Ontario Energy Corporation Act, 1974 (Energy)
- Ontario Food Terminal Act (Agriculture & Food)
- Ontario Geographic Names Board Act (Natural Resources)
- Ontario Guaranteed Annual Income Act, 1974 (Treasury & Economics)
- Ontario Harbours Agreement Act, 1962-63 (Natural Resources)
- Ontario Heritage Act, 1974 (Culture & Recreation)
- Ontario Highway Transport Board Act (Transportation & Communications)
- Ontario Housing Corporation Act (Housing)
- Ontario Human Rights Code (Labour)
- Ontario Institute for Studies in Education Act (Education)
- Ontario Labour-Management Arbitration Commission Act (Labour)
- Ontario Land Corporation Act, 1974- (Housing)
- Ontario Law Reform Commission Act (Attorney General)
- Ontario Loan Act (Treasury & Economics)
- Ontario Lottery Corporation Act, 1974 (Culture & Recreation)
- Ontario Mental Health Foundation Act (Health)
- Ontario Mineral Exploration Program Act, 1980 (Natural Resources)
- Ontario Municipal Board Act (Attorney General)
- Ontario Municipal Employees Retirement System Act (Treasury & Economics)
- Ontario Municipal Improvement Corporation Act (Treasury & Economics)
- Ontario New Home Warranties Plan Act, 1976 (Consumer & Commercial Relations)



- Ontario Northland Transportation Commission Act (Northern Affairs)
- Ontario Pensioners Property Tax Assistance Act, 1980 (Revenue)
- Ontario Place Corporation Act, 1972 (Industry & Tourism)
- Ontario Planning and Development Act, 1973 (Housing)
- Ontario School Trustees' Council Act, 1978 (Education)
- Ontario Society for the Prevention of Cruelty to Animals Act, 1955 (Solicitor General)
- Ontario Student Housing Corporation Act, 1978 (Housing)
- Ontario Telephone Development Corporation Act (Transportation & Communications)
- Ontario Transportation Development Corp. Act, 1973 (Transportation & Communications)
- Ontario Unconditional Grants Act, 1975 (Intergovernmental Affairs)
- Ontario Universities Capital Aid Corporation Act (Treasury & Economics)
- Ontario Water Resources Act (Environment)
- Ontario Water Resources Act (Reg. 647) Consumer & Commercial Relations)
- Ontario Youth Employment Act, 1977 (Treasury & Economics)
- Operating Engineers Act (Consumers & Commercial Relations)
- Ophthalmic Dispensers Act (Health)
- Osgoode Hall Law School Scholarships Act, 1968-69 (Colleges & Universities)
- Ottawa River Water Powers Act (Natural Resources)
- Ottawa-Carleton Amalgamations and Elections Act, 1973 (Intergovernmental Affairs)
- Ottawa-Carleton Municipal Hydro-Electric Service Act, 1980 (Energy)
- Oxford Municipal Hydro-Electric Service Act, 1977 (Energy)
- Paperback and Periodical Distributors Act, 1971 (Consumers & Commercial Relations)
- Parks Assistance Act (Natural Resources)
- Parkway Belt Planning and Development Act, 1973 (Housing)
- Partition Act (Attorney General)
- Partnerships Act (Attorney General)
- Partnerships Registration Act (Consumer & Commercial Relations)
- Pawnbrokers Act (Attorney General)
- Peel Municipal Hydro-Electric Service Act, 1977 (Energy)
- Pension Benefits Act (Consumer & Commercial Relations)
- Perpetuities Act (Attorney General)
- Personal Property Security Act (Consumer & Commercial Relations)
- Pesticides Act, 1973 (Environment)
- Petroleum Products Price Freeze Act, 1975 (Consumer & Commercial Relations)
- Petroleum Resources Act, 1971 (Natural Resources)
- Pits and Quarries Control Act, 1971 (Natural Resources)
- Planning Act (Housing)
- Plant Diseases Act (Agriculture & Food)
- Police Act (Solicitor General)

Police Village of St, George Act,  
1980 (Intergovernmental Affairs)

Policy and Priorities Board of  
Cabinet Act, 1971 (Premier's  
Office)

Pounds Act (Agriculture & Food)

Power Corporation Act (Energy)

Power Corporation Insurance Act  
(Energy)

Powers of Attorney Act (Attorney  
General)

Prearranged Funeral Services Act  
(Consumer & Commercial  
Relations)

Prepaid Hospital and Medical  
Services Act (Consumer &  
Commercial Relations)

Private Hospitals Act (Health)

Private Investigators and Security  
Guards Act (Solicitor General)

Private Sanitaria Act (Health)

Private Vocational Schools Act, 1974  
(Colleges & Universities)

Proceedings Against the Crown Act  
(Attorney General)

Professional Engineers Act  
(Attorney General)

Property and Civil Rights Act  
(Attorney General)

Protection of Cattle Act (Agriculture  
& Food)

Provincial Auctioneers Act  
(Agriculture & Food)

Provincial Court (Civil Division)  
Project Act, 1979 (Attorney  
General)

Provincial Courts Act (Community  
& Social Serv)

Provincial Courts Act (Part)  
(Attorney General)

Provincial Offences Act, 1979  
(Attorney General)

Provincial Parks Act (Natural  
Resources)

Provincial Parks Municipal Tax  
Assistance Act, 1974  
(Intergovernmental Affairs)

Provincial Schools Negotiations Act,  
1975 (Education)

Psychologists Registration Act  
(Health)

Public Accountancy Act (Attorney  
General)

Public Authorities Protection Act  
(Attorney General)

Public Commercial Vehicles Act  
(Transportation &  
Communications)

Public Halls Act (Attorney General)

Public Health Act (Health)

Public Hospitals Act (Health)

Public Inquiries Act, 1971 (Attorney  
General)

Public Institutions Inspection Act,  
1974 (Attorney General)

Public Lands Act (Natural  
Resources)

Public Libraries Act (Culture &  
Recreation)

Public Officers Act (Attorney  
General)

Public Officers' Fees Act (Attorney  
General)

Public Parks Act (Intergovernmental  
Affairs)

Public Service Act, 1970  
(Management Board)

Public Service Superannuation Act  
(Gov't Services)

Public Service Works on Highways  
Act (Transportation &  
Communications)

Public Transportation & Highway  
Improvement Act (Transportation  
& Communications)

- Public Trustee Act (Attorney General)
- Public Utilities Act (Intergovernmental Affairs)
- Public Utilities Corporations Act (Intergovernmental Affairs)
- Public Vehicles Act (Transportation & Communications)
- Public Works Protection Act (Solicitor General)
- Quieting Titles Act (Attorney General)
- Racing Commission Act (Consumer & Commercial Relations)
- Radiological Technicians Act (Health)
- Railways Act (Transportation & Communications)
- Real Estate and Business Brokers Act (Consumer & Commercial Relations)
- Reciprocal Enforcement of Judgments Act (Attorney General)
- Reciprocal Enforcement of Maintenance Orders Act (Attorney General)
- Regional Municipality of Durham Act, 1973 (Intergovernmental Affairs)
- Regional Municipality of Haldimand-Norfolk Act, 1973 (Intergovernmental Affairs)
- Regional Municipality of Halton Act, 1973 (Intergovernmental Affairs)
- Regional Municipality of Hamilton-Wentworth Act, 1973 (Intergovernmental Affairs)
- Regional Municipality of Niagara Act (Intergovernmental Affairs)
- Regional Municipality of Ottawa-Carleton Act (Intergovernmental Affairs)
- Regional Municipality of Ottawa-Carleton Land Acquisition Act, 1980 (Intergovernmental Affairs)
- Regional Municipality of Peel Act, 1973 (Intergovernmental Affairs)
- Regional Municipality of Sudbury Act, 1972 (Intergovernmental Affairs)
- Regional Municipality of Waterloo Act, 1972 (Intergovernmental Affairs)
- Regional Municipality of York Act (Intergovernmental Affairs)
- Registry Act (Consumer & Commercial Relations)
- Regulations Act (Attorney General)
- Regulations Revision Act, 1979 (Attorney General)
- Religious Organizations' Land Act, 1979 (Attorney General)
- Replevin Act (Attorney General)
- Representation Act (Premier's Office)
- Research Foundation Act, 1944 (Industry & Tourism)
- Residential Premises Rent Review Act, 1975 (Consumer & Commercial Relations)
- Residential Tenancies Act (Consumer & Commercial Relations)
- Retail Business Holidays Act, 1975 (Solicitor General)
- Riding Horse Establishments Act, 1972 (Agriculture & Food)

- Rights of Labour Act (Labour)
- Road Access Act, 1978  
(Intergovernmental Affairs)
- Royal Botanical Gardens Act, 1941  
(Culture & Recreation)
- Royal Ontario Museum Act (Culture  
& Recreation)
- Rural Housing Assistance Act  
(Housing)
- Rural Hydro-Electric Distribution  
Act (Energy)
- Rural Power District Loans Act  
(Energy)
- Ryerson Polytechnical Institute Act,  
1977 (Colleges & Universities)
- Sale of Goods Act (Attorney  
General)
- Sanatoria for Consumptives Act  
(Health)
- Sandwich, Windsor and  
Amherstburg Railway Act, 1977  
(Treasury & Economics)
- School Boards and Teachers  
Collective Negotiations Act, 1975  
(Education)
- School Trust Conveyances Act  
(Education)
- Securities Act, 1978 (Consumer &  
Commercial Relations)
- Seed Potatoes Act (Agriculture &  
Food)
- Seine River Diversion Act (Natural  
Resources)
- Settled Estates Act (Attorney  
General)
- Settlers' Pulpwood Protection Act  
(Natural Resources)
- Sheridan Park Corporation Act  
(Industry & Tourism)
- Sherrifs Act (Attorney General)
- Shoreline Property Assistance Act,  
1973 (Intergovernmental Affairs)
- Short Forms of Conveyances Act  
(Attorney General)
- Short Forms of Leases Act  
(Attorney General)
- Short Forms of Mortgages Act  
(Attorney General)
- Silicosis Act (Labour)
- Simcoe (John Graves) Memorial  
Foundation Act, 1965 (Culture &  
Recreation)
- Small Business Development  
Corporations Act, 1979 (Revenue)
- Small Claims Courts Act (Attorney  
General)
- Snow Roads and Fences Act  
(Intergovernmental Affairs)
- Soldiers' Aid Commission Act  
(Community & Social Serv)
- Solicitors Act (Attorney General)
- Spruce Pulpwood Exportation Act  
(Natural Resources)
- St. Clair Parkway Commission Act,  
1966 (Natural Resources)
- St. Lawrence Parks Commission Act  
(Natural Resources)
- Statistics Act (Treasury &  
Economics)
- Statute Labour Act  
(Intergovernmental Affairs)
- Statute Labour Act (Part)  
(Transportation &  
Communications)
- Statute of Frauds (Attorney  
General)
- Statutes Act (Attorney General)
- Statutes Revision Act, 1979  
(Attorney General)
- Statutory Powers Procedure Act,  
1971 (Attorney General)
- Steep Rock Iron Ore Development  
Act (Natural Resources)
- Stock Yards Act (Agriculture &  
Food)



- Succession Law Reform Act, 1977  
 (Attorney General)  
 Successor Rights (Crown Transfers)  
 Act, 1977 (Management Board)  
 Summary Convictions Act (Attorney  
 General)  
 Sunnybrook Hospital Act, 1966  
 (Colleges & Universities)  
 Superannuation Adjustment  
 Benefits Act, 1975 (Management  
 Board)  
 Supply Act (Treasury & Economics)  
 Surrogate Courts Act (Attorney  
 General)  
 Surveyors Act (Natural Resources)  
 Surveys Act (Natural Resources)  
 Tax Sales Confirmation Act, 1974  
 (Intergovernmental Affairs)  
 Teachers' Superannuation Act  
 (Education)  
 Teaching Profession Act (Education)  
 Telephone Act (Transportation &  
 Communications)  
 Territorial Division Act  
 (Intergovernmental Affairs)  
 Theatres Act (Consumer &  
 Commercial Relations)  
 Ticket Speculation Act (Attorney —  
 General)  
 Tile Drainage Act, 1971 (Agriculture  
 & Food)  
 Time Act (Attorney General)  
 Toll Bridges Act (Transportation &  
 Communications)  
 Tom Longboat Act, 1980  
 (Intergovernmental Affairs)  
 Topsoil Preservation Act, 1977  
 (Agriculture & Food)  
 Toronto Area Transit Operating  
 Authority Act, 1974  
 (Transportation &  
 Communications)  
 Toronto District Heating  
 Corporation Act, 1980  
 (Intergovernmental Affairs)  
 Toronto Islands Act, 1980  
 (Intergovernmental Affairs)  
 Toronto Stock Exchange Act  
 (Consumer & Commercial  
 Relations)  
 Tourism Act (Industry & Tourism)  
 Town of Wasaga Beach Act, 1973  
 (Intergovernmental Affairs)  
 Township of North Plantagenet Act,  
 1976 (Intergovernmental Affairs)  
 Township of Pelee Act, 1978  
 (Transportation &  
 Communications)  
 Training Schools Act (Community &  
 Social Serv)  
 Travel Industry Act, 1974  
 (Consumer & Commercial  
 Relations)  
 Trees Act (Natural Resources)  
 Trent University Act, 1962-63  
 (Colleges & Universities)  
 Trespass to Property Act, 1980  
 (Attorney General)  
 Trustee Act (Attorney General)  
 Unclaimed Articles Act (Consumer  
 & Commercial Relations)  
 Unconscionable Transactions Relief  
 Act (Attorney General)  
 Unified Family Court Act, 1976  
 (Attorney General)  
 Unified Family Court Act, 1976  
 (Community & Social Serv)  
 University Expropriation Powers  
 Act (Attorney General)  
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 Act (Colleges & Universities)  
 University of Guelph Act, 1964  
 (Colleges & Universities)  
 University of Ottawa Act, 1965  
 (Colleges & Universities)

- University of Toronto Act, 1971  
(Colleges & Universities)
- University of Waterloo Act, 1972  
(Colleges & Universities)
- University of Western Ontario Act,  
1976 (Colleges & Universities)
- University of Windsor Act, 1962-63  
(Colleges & Universities)
- Upholstered and Stuffed Articles  
Act (Consumer & Commercial  
Relations)
- Urban Transportation Development  
Corporation Act, 1980  
(Transportation &  
Communications)
- Vacant Land Cultivation Act  
(Intergovernmental Affairs)
- Variation of Trusts Act (Attorney  
General)
- Vendors and Purchasers Act  
(Attorney General)
- Venereal Diseases Prevention Act  
(Health)
- Veterinarians Act (Agriculture &  
Food)
- Vexations Proceedings Act  
(Attorney General)
- Vicious Dogs Act (Attorney  
General)
- Village of Point Edward Act, 1972  
(Intergovernmental Affairs)
- Vital Statistics Act (Consumer &  
Commercial Relations)
- Vocational Rehabilitation Services  
Act (Community & Social Serv)
- Wages Act (Attorney General)
- War Veterans Burial Act (Health)
- Warehouse Receipts Act (Attorney  
General)
- Warehousemen's Lien Act  
(Attorney General)
- Waterloo Electrical Service Areas  
Act, 1977 (Energy)
- Weed Control Act (Agriculture &  
Food)
- Welfare Units Act (Community &  
Social Serv)
- Wharfs and Harbours Act  
(Intergovernmental Affairs)
- Wharfs and Harbours Act  
(Intergovernmental Affairs)
- Wild Rice Harvesting Act (Natural  
Resources)
- Wilderness Areas Act (Natural  
Resources)
- Wilfrid Laurier University Act, 1973  
(Colleges & Universities)
- Windsor Board of Education and  
Teachers Dispute Act, 1976  
(Education)
- Wine Content Act, 1976 (Consumer  
& Commercial Relations)
- Woodlands Improvement Act  
(Natural Resources)
- Woodmen's Employment Act  
(Natural Resources)
- Woodmen's Lien for Wages Act  
(Natural Resources)
- Wool Marketing Act, 1974  
(Agriculture & Food)
- Workmen's Compensation Act  
(Labour)
- Workmen's Compensation Insurance  
Act (Labour)
- York Municipal Hydro-Electric  
Service Act, 1978 (Energy)
- York University Act, 1965 (Colleges  
& Universities)



























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